IBM

Electronic Typewriter 75

Reference Book



The instructional material in this book describes basic procedures for using the IBM Electronic Typewriter 75. However, the principles involved are adaptable to many different procedures.

All names used in this training book are purely fictitious and any resemblance to living persons is coincidental.

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Reference Book

ONE-LINE MEMORY

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AUTOMATIC CARRIER RETURN (Auto Rtn)

When the Auto Rtn light is on, the typewriter will carrier return automatically at the right margin.

- Auto Rtn is active when the power is turned on.

Turning Auto Rtn On

If the Auto Rtn light is not on, depress CODE + R.

Using Auto Rtn During Typing

- Continue typing when the right margin bell rings.
- After the next space(s) or hyphen(s) you type, the carrier is ready to return. It returns when you type the next character.
- You type a carrier return after short lines that do not reach the right margin.
- If you type word$_{sp}$--$_{sp}$word, the carrier will not return until after the second hyphen and space have been typed.

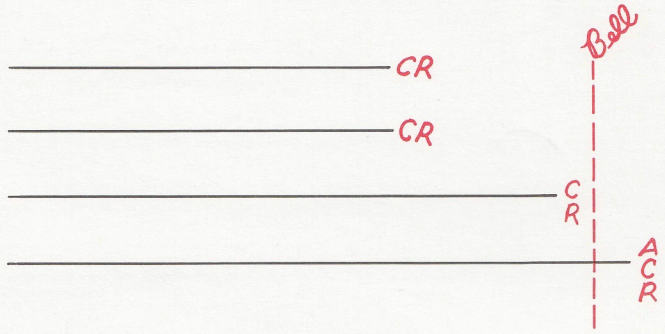
Typing as the Carrier is Returning

You may continue typing as the carrier is automatically returning.

- The typewriter remembers up to 31 characters and spaces typed as the carrier returns. They will print when the carrier reaches the left margin.
  - You can also type while the carrier is moving from one tab stop to another. Characters typed will print when the tab stop is reached.

Carrier Returns Before the Bell Rings

Type a carrier return if a line must end before the right margin bell. For example: date, inside address, salutation, short lines of a paragraph, closing, short headings.



AUTOMATIC CARRIER RETURN (Continued)

Turning Auto Rtn Off

Depress CODE + R two times. If Hyphenate light is on, depress CODE + R once.

- The first time you depress CODE + R the Hyphenate light comes on.
- The second time you depress CODE + R the Auto Rtn and Hyphenate lights go off.

When Not to Use Auto Rtn (During Typing)

Turn Auto Rtn off anytime you do not want the carrier to return automatically at the right margin.

- Pre-printed forms
- Tables (when not using Column Layout or Number Alignment)

Auto Rtn Light is On, Then Goes Off

The Auto Rtn light automatically goes off when using centering and column layout. You do not want the carrier returning automatically.

- When the center or column layout operation is completed, the Auto Rtn light comes back on automatically.

Words or Numbers You Do Not Want Separated at the Right Margin

Words or numbers with spaces:

February 16, 19XX

For words or numbers that should not be separated at the right margin, depress CODE + space between the words.

Words or numbers with hyphens:

2-16-19XX

For words or numbers with hyphens that should not be separated at the right margin, depress CODE + hyphen.

BACKSPACE

Backspacing Without Erasing

Depress CODE + BACKSPACE anytime you want to back up the carrier but not erase anything from the paper.

Constructing Characters

Use CODE + BACKSPACE when constructing characters.
For example: Ø

1. Type 0.
2. Depress CODE + BACKSPACE once.
3. Type /.

Releasing the Left Margin

To set the left margin to the left of the present margin:

1. Depress CODE + BACKSPACE to release the left margin.
2. Continue to depress CODE + BACKSPACE to where the left margin should be.
3. Set new left margin.

To Move to the Left of the Left Margin

Use CODE + BACKSPACE to temporarily move to the left of the left margin.



- CODE + BACKSPACE moves the carrier to the left of the present left margin setting.

BELLS, LIGHTS, WHAT HAPPENED

See BELLS, LIGHTS, WHAT HAPPENED Section of this book.

CENTERING

When a Center (CTR) instruction is entered, the typewriter automatically centers text at that point.

- Nothing prints on the paper as you type.
- The carrier backs up once for every two characters and spaces typed.
- When long information is being centered, the bell rings when the carrier is five spaces from the left margin.

To Center Automatically

1. Space or tab to the center point.
2. To tell the typewriter to center, depress CODE + K (CTR).
   - Auto Rtn light goes off.
3. Type the word(s) to be centered.
4. To print the word(s), depress CODE + P (PRT).
   - The word(s) prints.
   - Auto Rtn light comes on.

Correcting an Error After Text has Printed but Before Carrier Returning

1. Depress the ⌫ key to erase the incorrect character(s).
2. Retype the character(s).
   - If you notice an error after the carrier has returned, use No Print to correct.

To Start Over Before the Text has Printed

If you make an error while typing and need to start over, enter Center again and retype.

- Erases what was typed.
- Returns carrier to the center.
- The typewriter is still in the Center mode so you can begin retyping.

Accidentally Entered a Center Instruction While Typing

While typing other information, if you accidentally entered a Center instruction, carrier returning will cancel it.

Centering Headings Over Columns

1. Tab or space to the center of the column.
2. Depress CODE + K (CTR).
3. Type the heading.
4. Depress CODE + P (PRT).
   - The heading prints.
5. Repeat steps 1-4 for each column
   - See also COLUMN LAYOUT — Typing Tables With Headings in this section.

COLUMN LAYOUT

Column Layout determines and automatically sets the tab stops for columns.

To Use Column Layout

1. Begin the Column Layout set-up line by depressing CODE + L (COL L).
   - Columns light comes on.
   - Auto Rtn light goes off.
   - All previously set tabs are cleared.
2. Type the longest line in each column.
   - Nothing prints on the paper.
   - If you have typed the wrong information, depress the ⌫ key to correct. You may back up to the last COL L instruction.
   - Be sure to enter CODE + L between each item. See illustration below.
   - Do not space between items.
   - If you need to start over, see "To Start Over."
3. Depress CODE + L after typing the last item.
4. Space to where you want the last column to end, then type a carrier return.
   - The tabs are set for the beginning of each column.



5. Type the table.
6. When you complete typing the table, end Column Layout by typing a carrier return followed by CODE + L.
   - The Columns light goes off.
   - Tabs that were set for the table are cleared and the typewriter automatically resets previous tabs.
   - Auto Rtn light comes back on.

To Start Over

Type a carrier return, depress CODE + L, then depress CODE + L again and retype the set-up line.

- Columns light must be on.
- The first time Column Layout is entered the Columns light goes off. The second time Column Layout is entered the Columns light comes on.

COLUMN LAYOUT (Continued)

Correcting Errors in a Previous Column While Typing

If, while typing the table you notice an error in a previous column, depress the ⌫ key to erase incorrect characters.

- You can ⌫ through a tab(s).
- Retype everything (including tabs) that has been erased.

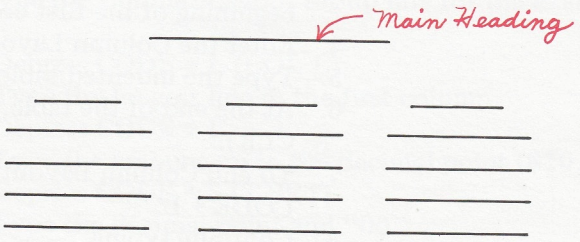
To End Column Layout After Typing the Table

Type a carrier return, then depress CODE + L.

- The Columns light goes off.
- Previous tabs are reset.

Typing Tables With Centered Headings

To type a table similar to the illustration below:

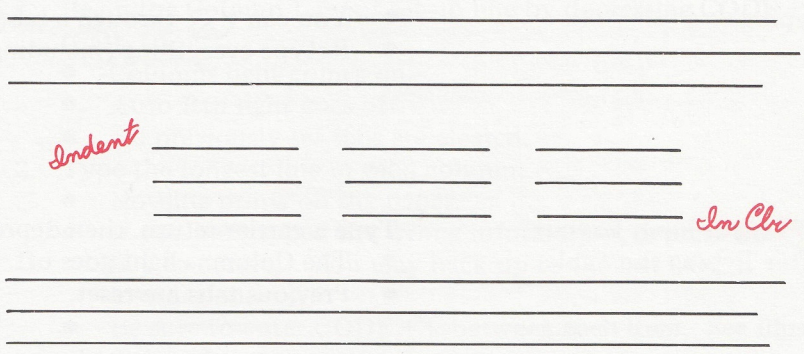


1. If there is a centered main heading, center it before entering the Column the Column Layout set-up line
   - See: CENTERING.
2. Enter the Column Layout set-up line
   - See: To Use Column Layout.
3. Center the headings
   - See: CENTERING — Centering Headings Over Columns.
4. Type the table.

COLUMN LAYOUT (Continued)

Typing Indented Tables

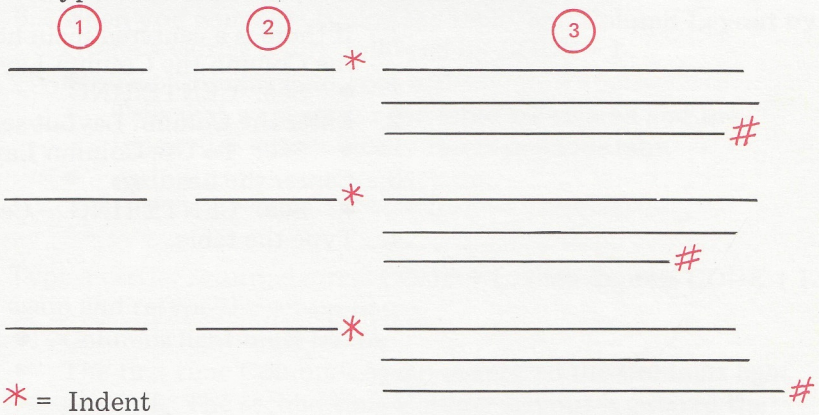
To type a table similar to the illustration below:



1. Set a tab stop for the indented table.
2. Type the text.
3. Depress CODE + tab (INDENT) to position the carrier at the beginning of the first column.
4. Enter the Column Layout set-up line.
5. Type the indented table.
6. At the end of the table, depress CODE + carrier return (IN CLR).
7. To end Column Layout and reset previous tabs, depress CODE + L.
8. Continue typing.

Typing Tables With Text Extending to the Right Margin

To type a table similar to the illustration below:



* = Indent
\# = Indent Clear

To type:

1. Enter the Column Layout set-up line.
   - Type the longest line in each column (1, 2 and 3).
   - See "To Use Column Layout".
2. Type the columns. Enter Indent and Indent Clear where shown above.
   - For more information, see INDENT in this section.

COLUMN LAYOUT (Continued)

To Use Number Alignment and Column Layout

When you are typing a table that consists of text and numbers to be aligned, you can use Column Layout to set up the tab stops for the table.

- If not familiar with Number Alignment, see NUMBER ALIGNMENT in this section.

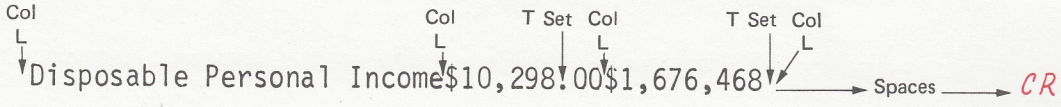
```
Disposable Personal Income          $10,298.00      $1,676,468
```

When you use Column Layout, you tell the typewriter the longest line in each column. The tabs are set at the beginning of each column. When there is a number to be aligned, you must tell the typewriter to set the tab at the decimal point.

Typing the Column Layout Set-up Line For Use With Number Alignment

To type the Column Layout set-up line for the example below:

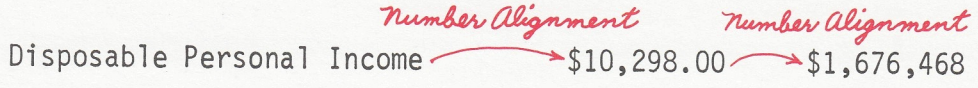
1. Depress CODE + L (COL L).
2. Type the longest line in the first column.
3. Depress CODE + L.
4. Type the amount up to the decimal point ($10,298).
5. Depress CODE + S (T SET).
6. Type the decimal point and "00".
7. Depress CODE + L.
8. Type the next number ($1,676,468).
9. Depress CODE + S.
10. Depress CODE + L.
11. Space to where the last column should end.
12. Type a carrier return.



Typing the Table Using Number Alignment

To type the table shown below:

1. Type the first column.
2. Enter Number Alignment (CODE + the number 1-9) to position the carrier for the first number.
3. Type the number.
4. Enter Number Alignment (CODE + the number 1-9).
5. Repeat these steps for each additional line.

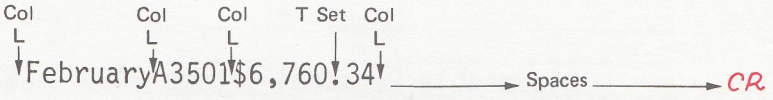


COLUMN LAYOUT
(Continued)

Typing Columns of Numbers/ Words of the Same Length

If a column contains words or numbers of the same length, (e.g. order numbers, telephone numbers, zip codes, etc.) you do not have to enter a Tab Set for that column.

- Remember, during Column Layout a tab is set at the beginning of a column.



When typing the table, use a regular tab to position the carrier at the beginning of the column.



ERROR CORRECTION (While Typing)

Correcting an Error Before the Carrier Returns

1. Depress the ⌫ key to lift errors* from the paper.
   - Use this only if you are working on the line where the error occurred.
   - If you depress CODE + BACKSPACE by mistake, just depress the ⌫ key to remove the incorrect character(s).
     - First, the carrier moves forward as it erases the coded backspaces, then it erases any printed characters.
2. Retype any characters that are erased.

Correcting an Error After the Carrier Returns

1. Finish the line you are typing, including the carrier return.
2. Roll the paper back to the line with the error.
3. To tell the typewriter not to print, depress CODE + O (NO PRT).
4. Space across to the error.
5. Retype the incorrect character(s) the way it appears on the paper.
6. Depress the ⌫ key.
7. Type the character(s) correctly.
8. Return to the line where you want to continue typing.

*If using a T-III or Tech III ribbon, the error is covered up.

HYPHENS (While Typing)

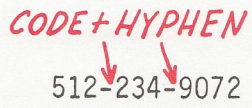
Typing Hyphenated Words Which Should Not Be Separated at the Right Margin

Depress CODE + hyphen when typing hyphens in words or numbers when you do not want the carrier to return automatically.

To avoid this:

xxxx xxx xxxxx xx xxxxx xxxxx xx xxxxxx 512-234-9072 xxx xxxx xxxxxx

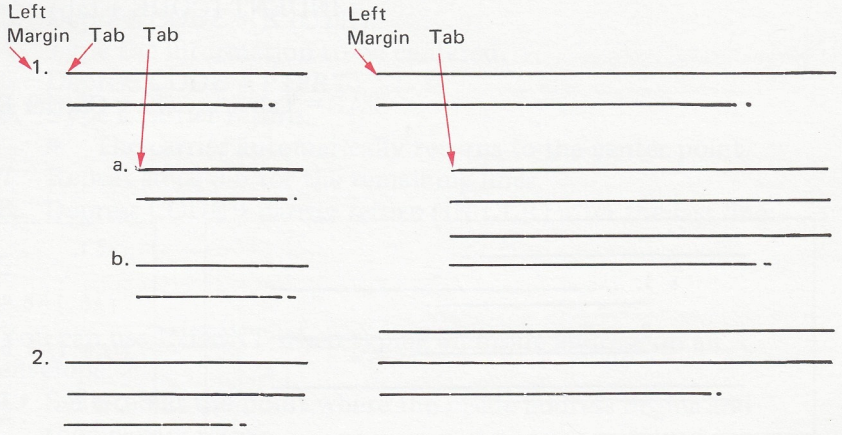
Do this when typing:



INDENT

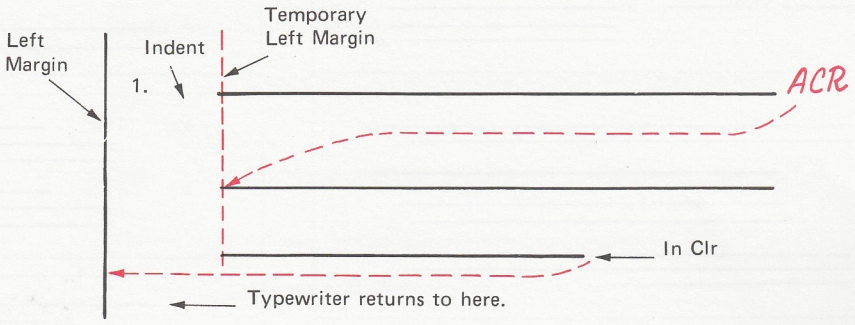
When typing documents which look similar to the examples shown below, use INDENT (CODE + tab) when more than one line is indented from the left margin.

- All tabs must be set before entering INDENT.
- A tab(s) must be set for each indent level(s).



Typing Indented Paragraphs

1. Set margins and tabs.
   - Make sure you have set a tab for each indent level.
2. Type until you reach the line where the indented paragraph(s) begins.
3. Enter an Indent Tab by depressing CODE + tab (INDENT).
4. After you type indented paragraphs at one indent level, return to the original left margin by depressing CODE + carrier return (IN CLR).



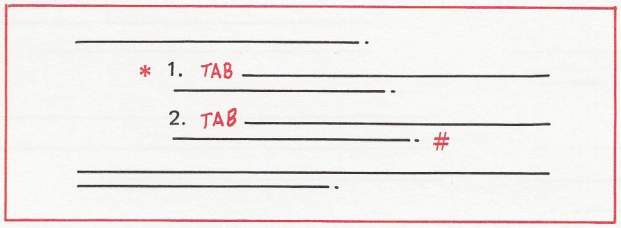
INDENT (Continued)

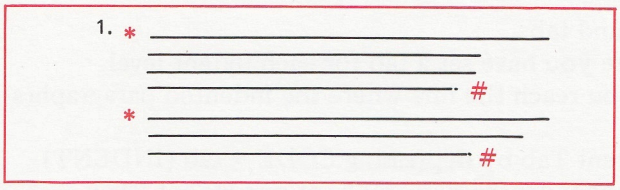
Other Ways to Use Indent

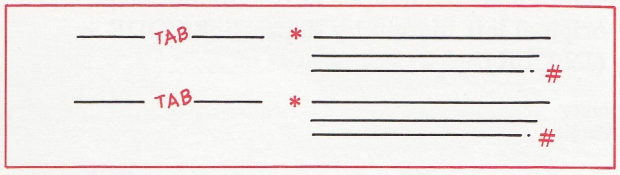
Refer to the examples below to see specifically when INDENT and INDENT CLEAR should be entered:

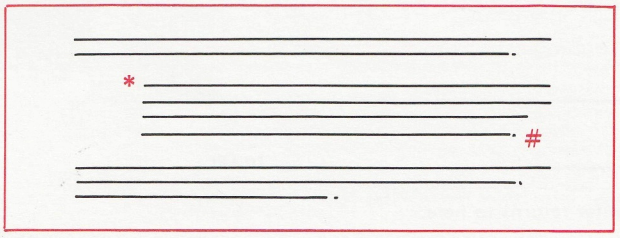
* = INDENT (CODE + tab) # = INDENT CLEAR (CODE + Carrier Return)

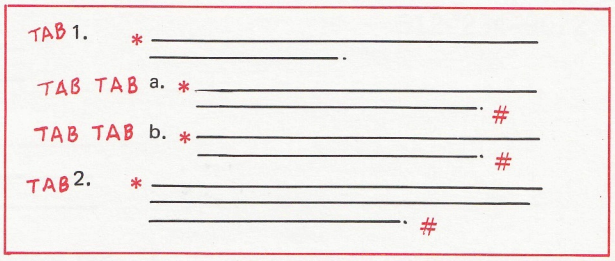
TAB = Tab CR = Carrier Return

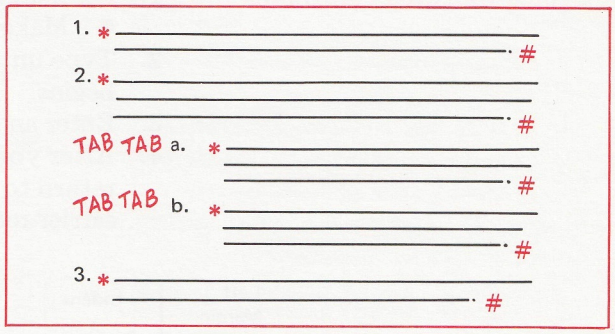


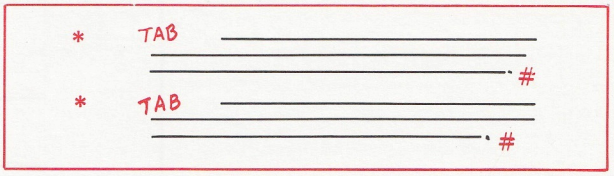


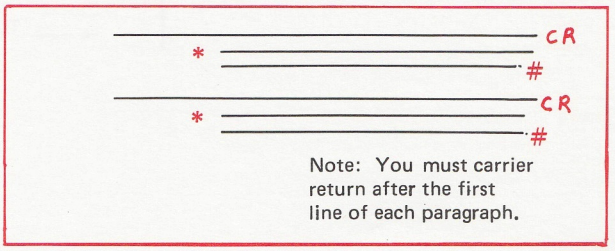












INDENT (Continued)

To Use Indent When Centering Several Lines

INDENT can be used when several lines are to be centered.

1. Set a tab at the center point and then carrier return.
2. Depress CODE + tab (INDENT).
3. Depress CODE + K (CTR).
4. Type the information to be centered.
5. Depress CODE + P (PRT).
6. Type a carrier return.
   - The carrier automatically returns to the center point.
7. Repeat steps 3-6 for the remaining lines.
8. Depress CODE + carrier return (IN CLR) after the last line.

To Use Indent for Envelopes

You can use INDENT when typing an inside address on an envelope.

1. Set a tab at the point where the inside address begins and then carrier return.
2. Depress CODE + tab (INDENT).
3. Type the inside address.
4. Depress CODE + carrier return (IN CLR).

MARGINS

Setting Left Margin

1. Space or tab to move to the desired left margin setting.
   - Depress CODE + BACKSPACE to move to the left of the present margin.
2. Depress CODE + W (L MAR).

Setting the Right Margin

1. Space or tab to the desired right margin setting.
2. Depress CODE + E (R MAR).
3. Type a carrier return.
   - When you carrier return after setting the margins, the paper does not move up.

Additional Right Margin Information

- A bell will ring five spaces before the carrier reaches the right margin.
- You can space, tab, or type through the right margin.

Releasing the Left Margin

See BACKSPACE in this section.

Checking the Left and Right Margin Setting

To check the left margin setting:

Depress the carrier return. The pointer position on the Margin Scale indicates the left margin setting.

- If an INDENT instruction has been entered, the pointer returns to the temporary left margin. Depressing CODE + carrier return will return the pointer to the original left margin.

To check the right margin setting:

Depress the space bar until you hear the bell ring. The right margin is five spaces beyond the bell.

- The right margin also acts like a tab stop. If you depress the tab key it will stop at each tab stop and the right margin.

Changing Margins in the Middle of a Document

While typing:

1. Type the text until you reach the place where the new margins are to be set.
2. Change the Pitch Lever to a new position.
3. Set the new margins.
4. Type the text with the new margin settings.
5. Change the Pitch Lever to the original setting.
6. Continue typing.

Saving Margins and Tabs

See PITCH LEVER in this section.

NO PRINT

See ERROR CORRECTION — Correcting An Error After The Carrier Returns in this section.

NUMBER ALIGNMENT

Number Alignment automatically aligns the carrier at the correct digit position to type a number. Instead of tabbing from one column to the next and having to space or backspace, the Number Alignment instruction (CODE + any number from 1-9) positions the carrier at the correct point.

When using Number Alignment, there can be a combination of up to nine numbers, spaces, or dollar signs to the left of the decimal point. For example:

9 digits 9 digits

$99,999,999.00 or $99,999,999

- Commas are not counted. The typewriter knows where they should be positioned and automatically makes room for them.

To Use Number Alignment

1. Set the tabs at the decimal point of each column and carrier return.
   - If the number does not have a decimal point, set the tab at the end of the number.
2. Count the number of digits to the left of the decimal point.
   - Do not count commas.
   - Do count dollar signs, parenthesis, etc.
3. Depress CODE + number 1-9 counted in step 2.
   - Always use the number 1, not the lower case L.
   - The carrier moves to the correct position.
4. Type the number.
   - If you coded the incorrect number, space or use the ⌫ key to position the carrier correctly.

1,386.64 = 4 digits
856.96 = 3 digits
75.27 = 2 digits
8.98 = 1 digits
.65 = regular tab

Number Alignment and Column Layout

To use Column Layout to set the tab stops for the numbers, see COLUMN LAYOUT — To Use Number Alignment and Column Layout in this section.

NUMBER ALIGNMENT (Continued)

Numbers With More Than Nine Digits

1. Depress CODE + 9.
   - The carrier moves to the ninth digit position.
2. Depress the ⌫ key once for each additional digit and comma in the number to the left of the ninth digit.
3. Type the number.

654321 ← 9th digit

5,666,987,654,321.00

Numbers With Spaces After a Dollar Sign

When you have numbers to type similar to the following:

$ 11,877 = 8 digits
7,215,753
203,215

1. Count the digits in the longest number, then add one for the dollar sign.
2. Depress CODE + the number you arrived at in step 1.
3. Type the dollar sign.
4. Space to where the number should begin.
   - Include a space for the comma.
5. Type the first number.

Numbers Without Commas

To count and type numbers like the following:

```
7500
$400
-600        or        $400,000
```

1. Count the number of digits to the left of the decimal point.
   - Remember the typewriter makes room for commas.
     - In the above examples the typewriter allows space for the commas, even though you do not want them.
2. Space once before typing the first number or symbol.

For numbers like the following:

```
2000000
-200000
$200000
```

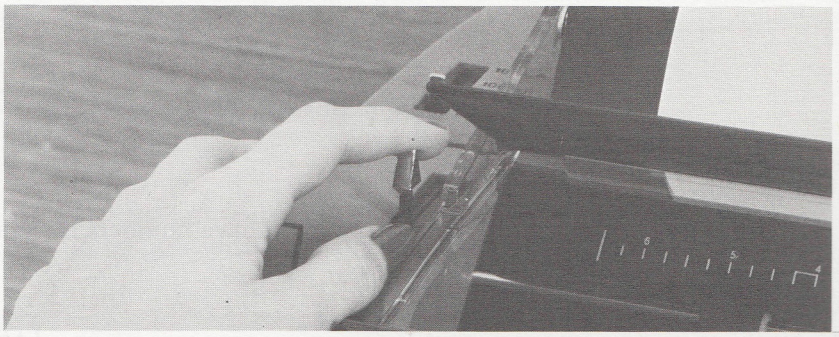
1. Count the number of digits. (In this example it's 7).
2. Depress CODE + the number 1-9.
3. Space twice before typing the number.

PAPER INSERTION

Paper may be inserted into the typewriter by using the paper insertion feature.

Inserting Paper to One Inch (25.4 mm) from the Top

1. Insert the paper into the typewriter as shown below:
2. Pull the Paper Bail Lever all the way forward; then release.



- The paper is inserted to approximately one inch (25.4 mm) from the top.
  - Depending upon the line spacing your typewriter has, the amount of space from the top may vary.

3. Push the Paper Bail Lever back against the paper.

PAPER INSERTION (Continued)

Inserting Paper Other Than One Inch (25.4 mm) from the Top

1. Insert paper into the typewriter.
2. Pull and hold the Paper Bail Lever all the way forward and type a number; then release.
   - The chart shown below is a guide for the number you should type depending on how much space you want left from the top.

0 = Top of paper	5 = 2 1/2 inches (63.5 mm)
1 = 1/2 inch (12.7 mm)	6 = 3 inches (76.2 mm)
2 = 1 inch (25.4 mm)	7 = 3 1/2 inches (88.9 mm)
3 = 1 1/2 inches (38.1 mm)	8 = 4 inches (101.6 mm)
4 = 2 inches (50.8 mm)	9 = 4 1/2 inches (114.3 mm)

3. Push the Paper Bail Lever back.
   - This setting is remembered until you change it or the power is turned off.

Removing the Paper

1. Pull the Paper Release Lever forward.
2. Pull out the paper.
3. Push the Paper Release Lever back.

PITCH LEVER

There are two pitches on the typewriter, Pica and Elite.

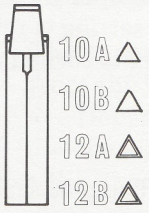
```
PICA - 10 pitch (10 characters/inch - 25.4 mm)
ELITE - 12 pitch (12 characters/inch - 25.4 mm)
```

Use an element with this symbol ▲ on the top when typing in 10 pitch. Use an element with this symbol △ on the top when typing in 12 pitch.

Move the Pitch Lever to match the number on the element. The margin scale will light according to the position of the Pitch Lever (10 or 12).

Saving the Margins and Tabs

You may save one set of margins and tabs in each position of the Pitch Lever. See illustrations below.



For example, the margins and tabs you set while the Pitch Lever is on 10A will be "remembered" at that position. So, if you move the lever to another position and then back to 10A, the margins and tabs you set earlier in 10A will be automatically reset unless the Power switch has been turned off.

To save margins and tabs:

1. Move the Pitch Lever to the desired setting.
2. Set the margins and tabs.
   - See MARGINS and TABS in this section.
   - The margins and tabs are saved.

Clearing the Margins and Tabs

1. Move the Pitch Lever to the desired location.
2. Set the new margins and tabs.
   - See MARGINS and TABS in this section for more information.
   - The old margins and tabs are cleared and the new margins and tabs are set.
   - Turning the Power switch off clears all margins and tabs.

TABS

Standard Tabs

When the Power switch is turned on, tabs are set automatically every inch (25.4 mm).

- These standard tabs may be changed.

Setting a Tab(s)

1. Space to the desired location of the tab setting.
2. Depress CODE + S (T SET).
3. Repeat steps 1 and 2 for each tab to be set.
4. Type a carrier return.
   - Setting individual tab(s) clears the standard tabs automatically.
   - When you carrier return after setting a tab(s), the paper does not move up.

Clearing All Individual Tabs at One Time

Depress CODE + A (STD T).

- All individual tabs are cleared and the standard tabs are reset.

Clearing One Tab at a Time

1. Depress the tab key to position the carrier at the tab to be cleared.
2. Depress CODE + D (T CLR).

Resetting the Standard Tabs

Depress CODE + A (STD T).

- This clears any tabs you have set.

Typing as the Carrier Is Moving From One Tab Stop to Another

You can type while the carrier is moving from one tab stop to another. The characters typed will print when the tab stop is reached.

- The typewriter will remember up to a maximum of 31 characters.

Saving the Margins and Tabs

See PITCH LEVER in this section.

Maximum Number of Tabs

A maximum of 50 tabs can be stored in the typewriter.

- Tabs may be set one space from each other.

All 50 tabs can be set in one pitch position or divided among the four pitch positions.

UNDERSCORING

The typewriter can automatically underscore one word, several words, or several lines.

Underscoring a Word

1. Type the word.
   - Do not space.
2. Depress CODE + I (XXX).
   - The word is underscored.
3. Type any punctuation and space(s) following the word and continue typing.

Correcting Underscored Words

Depress the ⌫ key to erase the word and the underscore.

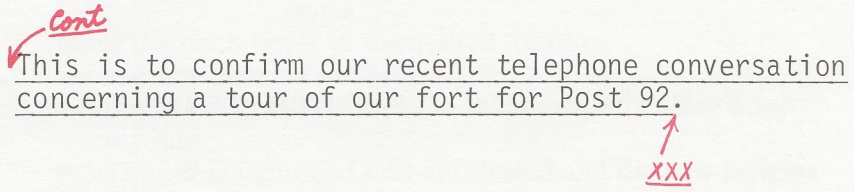
- The character and underscore are lifted off the paper.
- Retype the characters and re-enter the CODE + I (XXX).

Underscoring Several Words Continuously

1. Before typing the words to be underscored, depress CODE + U (CONT).
2. Type the words to be underscored.
   - Do not space after the last word.
3. Depress CODE + I (XXX) to underscore the words.
   - Space and continue typing.

Underscoring Several Lines Continuously

1. Before typing the lines to be underscored, depress CODE + U (CONT).
2. Type the lines to be underscored.
   - When the carrier returns, the typewriter underscores the lines automatically. This includes any blank space left by a tab or by spacing in.
     - You can type up to 31 characters while the typewriter is underscoring.
3. Depress CODE + I (XXX) at the end of the last line to be underscored.



Deleting a Continuous Underscore Instruction Entered in Error

If you have accidentally entered a Continuous Underscore instruction, depress the ⌫ key to erase it.

UNDERSCORING (Continued)

Underscoring Centered Headings

To Underscore Centered Words Individually

1. Tab or space to the center point.
2. Depress CODE + K (CTR).
3. Type the first word.
   - Do not space.
4. Depress CODE + I (XXX) and a space.
5. Type each word followed by a Word Underscore instruction.
6. Depress CODE + P (PRT).

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Continuously Underscoring a Centered Heading

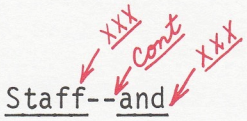
1. Tab or space to the center point.
2. Depress CODE + K (CTR).
3. Depress CODE + U (CONT).
4. Type the heading.
5. Depress CODE + I (XXX).
6. Depress CODE + P (PRT).

ANNUAL REPORT

Other Examples of Underscoring

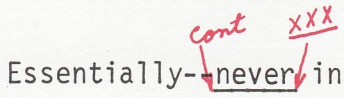
Underscoring Centered Words Individually

1. Type the first part of the word.
2. Depress CODE + I (XXX).
3. Type the hyphen or dash.
4. Depress CODE + U (CONT).
5. Type the second part of the word.
6. Depress CODE + I (XXX).



If the underscore begins after the hyphen or dash, follow these steps:

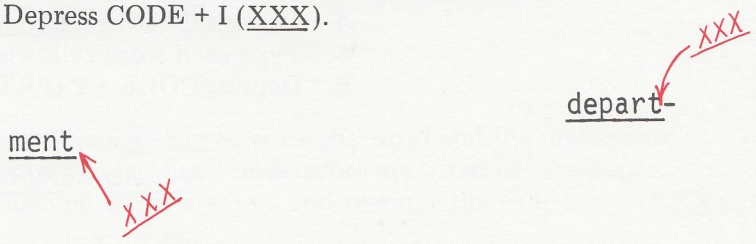
1. Type the hyphen or dash.
2. Depress CODE + U (CONT).
3. Type the word.
   - Do not space.
4. Depress CODE + I (XXX).



UNDERSCORING (Continued)

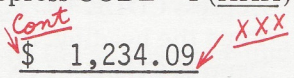
Underscoring Words With Syllable Hyphens

1. Type the first part of the word.
2. Depress CODE + I (XXX).
3. Type the hyphen and a carrier return.
   - If the Auto Rtn light is on, the carrier will return automatically when you start typing the second part of the word.
4. Type the rest of the word on the next line.
5. Depress CODE + I (XXX).



Underscoring a Column of Numbers

1. Depress CODE + U (CONT) before you type the number.
2. Type the number.
3. Depress CODE + I (XXX).



To Double Underscore

1. Type the number.
2. Depress CODE + I (XXX).
3. Pull the Line Finder forward.
4. Roll the paper down one half line.
5. Depress CODE + I (XXX).
6. Push the Line Finder back and roll the platen back to the original typing line.
7. Continue typing.

$13,456.20

7,500 MEMORY

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ADVANCE

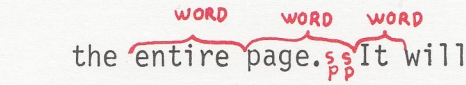
Advance allows you to move forward (down) through a Document Storage area without playing back the entire document.

- The Document light must be on.

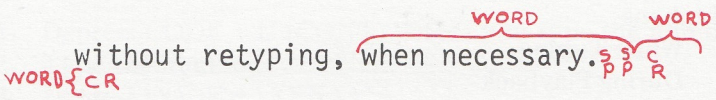
Advance a Word at a Time

Depress ADV once for each word you want to advance.

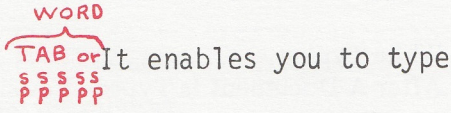
- The carrier and memory advance one word each time ADV is depressed.
- A word includes the punctuation and space or spaces following it. For example:



- A carrier return or automatic carrier return is a word by itself. For example:



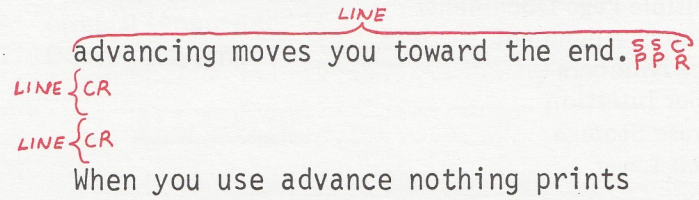
- A tab or multiple spaces is a word. For example:



Advance a Line

Depress ADV + LINE once for each line you want to advance.

- A carrier return or automatic carrier return at the end of the line is part of the line.
- A carrier return by itself is a line. For example:



- The carrier moves to the next line if not at the left margin.
- The paper moves up with each line advance.
- If the carrier is in the middle of a line, ADV + LINE will advance from that position through the carrier return at the end of the line.

ADVANCE (Continued)

Advance To a Certain Line

1. To tell the typewriter you want to go forward to a certain line, depress ADV + TO.
2. Type the first word(s) that begins the line you want to find.
   - Type the word(s) exactly the way it appears on your last copy, even if it is incorrect.
     - Include capitals, characters, and spaces.
     - If more than one line begins with the same word, type two or more words.
     - You cannot advance to a carrier return or a tab by itself.
   - Nothing prints on your paper.
   - You can type a maximum of 28 characters.
3. To tell the typewriter to find that line, depress ADV.
   - If the carrier was not at the left margin, it moves down to the next line on the paper.
   - You are at the beginning of the line in memory you told the typewriter to find.
   - A bell rings if the line cannot be found. Repeat steps 1-3, making sure you type the line beginning exactly as it appears on your copy.
     - If you enter ADV + TO and as you start to type the line beginning, the characters print on your paper, you may already be at the end of your document and unable to use Advance To. In this case you would use Return To. Use the ⌫ key to erase the characters that printed because they have been stored in the Document Storage area as part of your document.
   - If you want to make sure you are on the correct line, play back one or two words.

To Cancel an Advance To Operation

Depress CODE + P (PRT).

- This must be entered before ADV is entered the second time.

Advance to the End of a Document Storage Area

Depress ADV + ALL.

- If not at the left margin, the carrier moves to the left margin and the next line on the paper.

Using Advance to Copy a Phrase Into a Document Storage Area

See PHRASE STORAGE in this section.

AUTOMATIC CARRIER RETURN (Auto Rtn)

When the Auto Rtn light is on, the typewriter will carrier return automatically at the right margin.

- Auto Rtn is active when the power is turned on.
- All documents which might be revised should be typed using Auto Rtn.

Turning Auto Rtn On

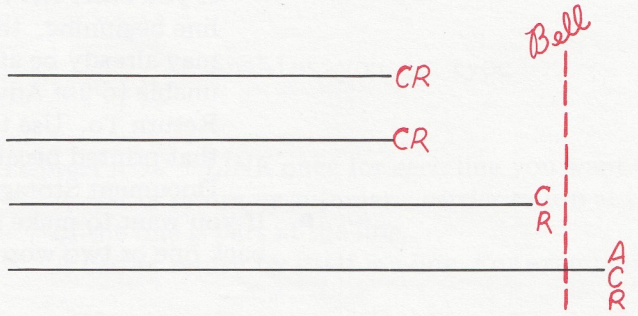
If the Auto Rtn light is not on, depress CODE + R.

Auto Rtn On During Typing

- Continue typing when the right margin bell rings.
- After the next space(s) or hyphen(s) you type, the carrier is ready to return. It returns when you type the next character.
- If you type a carrier return after the bell rings, the typewriter remembers this as an automatic return.
- If you type "word$_{SP}$--$_{SP}$word ", the carrier will not return until after the second hyphen and space have been typed.

Carrier Returns Before the Bell Rings

Type a carrier return if a line must end before the right margin bell. For example: date, inside address, salutation, short lines of a paragraph, closing, short headings. During playback the carrier will always return at that point.



Typing as the Carrier is Returning

You may continue typing as the carrier is automatically returning.

- The typewriter remembers up to 31 characters and spaces typed as the carrier returns. They will print when the carrier reaches the left margin.
  - You can also type while the carrier is moving from one tab stop to another. Characters typed will print when the tab stop is reached.

NOTE: If you choose not to use Auto Rtn while typing into memory, you must:

- Only carrier return after the typewriter bell rings.
  - If you carrier return before the bell, it is a carrier return that will always be remembered by the typewriter.

AUTOMATIC CARRIER RETURN (Continued)

Playing Back When Auto Rtn is On

- When the Auto Rtn light is on during playback, the typewriter decides where to end the lines and carrier returns automatically for you.
- Plays back according to present margin set in the typewriter.
- During playback the typewriter will always carrier return at those points where you entered a carrier return before the bell.
- If a word extended past the right margin when originally typed, it may be moved to the next line during playback.

Words Which Should Not Be Separated at the End of a Line

See TYPING RULES in this section.

Words or Numbers With Hyphens That Should Not be Separated at the Right Margin

See HYPHENS — While Typing in this section.

Turning Auto Rtn Off

Depress CODE + R two times. If Hyphenate light is on, depress CODE + R once.

- The first time you depress CODE + R the Hyphenate light comes on.
- The second time you depress CODE + R the Auto Rtn and Hyphenate lights go off.

When Not to Use Auto Rtn (During Typing)

Turn Auto Rtn off anytime you do not want the carrier to return automatically at the right margin. For example:

- Pre-printed forms
- Tables (when not using Column Layout or Number Alignment)

Playing Back With the Same Line Endings

When Auto Rtn is off, text will play back line-for-line as typed or previously played back.

1. Turn Auto Rtn light off by depressing CODE + R two times.
   - If Hyphenate light is on, depress CODE + R once.
2. Play back the document by PLAY + alphabetic character A-Z.

Auto Rtn Light is On, Then Goes Off

The Auto Rtn light automatically goes off when using centering and column layout. You do not want the carrier returning automatically.

- When the center or column layout operation is completed, the Auto Rtn light comes back on automatically.

BACKSPACE

Backspacing Without Erasing

Depress CODE + BACKSPACE anytime you want to back up the the carrier but not erase anything from the paper or memory.

Constructing Characters

Use CODE + BACKSPACE when constructing characters.
For example: Ø

1. Type 0.
2. Depress CODE + BACKSPACE once.
3. Type /.

Releasing the Left Margin

To set the left margin to the left of present margin:

1. Depress CODE + BACKSPACE to release the left margin.
2. Continue to depress CODE + BACKSPACE to where the left margin should be.
3. Set new left margin.

Moving to the Left of the Left Margin

Use CODE + BACKSPACE to temporarily move to the left of the left margin.



- CODE + BACKSPACE moves the carrier to the left of the present left margin setting.
- The typewriter will remember these backspaces during playback.

BELLS, LIGHTS, WHAT HAPPENED

See BELLS, LIGHTS, WHAT HAPPENED section of this book.

CENTERING

When a Center (CTR) instruction is entered, the typewriter automatically centers text at that point.

- Nothing prints on the paper as you type.
- The carrier backs up once for every two characters and spaces typed.
- When long information is being centered, the bell rings when the carrier is five spaces from the left margin.

To Center Automatically

1. Space or tab to the center point.
2. To tell the typewriter to center, depress CODE + K (CTR).
   - Auto Rtn light goes off.
3. Type the word(s) to be centered.
4. To print the word(s), depress CODE + P (PRT).
   - The word(s) prints.
   - Auto Rtn light comes on.

Correcting an Error After Text has Printed But Before Carrier Returning

1. Depress the ⌫ key to erase the incorrect character(s).
2. Retype the character(s).

To Start Over Before the Text has Printed

If you make an error while typing and need to start over, enter Center again and retype.

- Erases what was typed from memory.
- Returns carrier to the center.
- The typewriter is still in the Center mode so you can begin retyping.

Accidentally Entered a Center Instruction While Typing

If you accidentally entered a Center instruction while typing other information, carrier returning will cancel it. That carrier return has been stored in memory and must be deleted.

To delete the carrier return:

1. Return to the line with the carrier return.
2. Play back through the word before the carrier return.
3. Depress DEL once to delete the carrier return.
4. Space once and continue typing.
   - If there are not any other characters on the line when you accidentally entered a Center instruction, the carrier return will cancel the Center instruction, but nothing goes into memory. Continue typing.

CENTERING (Continued)

Centering Headings Over Columns

1. Tab or space to the center of the column.
2. Depress CODE + K (CTR).
3. Type the heading.
4. Depress CODE + P (PRT).
   - The heading prints.
5. Repeat steps 1-4 for each column.
   - See also COLUMN LAYOUT — Typing Tables With Headings in this section.

Making Changes to a Centered Line

The typewriter remembers how far you tab or space from the left margin when centering. If changes are made to the left margin or the centered line, the line must be deleted and retyped.

1. Play, Advance, or Return to the centered line.
2. Depress DEL + LINE.
   - The line is deleted.
3. Center the new line.

CLEARING MEMORY

See DELETE in this section.

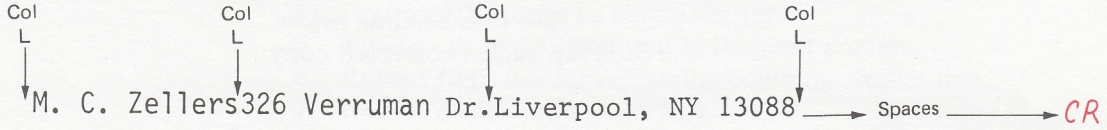
COLUMN LAYOUT

Column Layout determines and automatically sets the tab stops for columns.

- If the Column Layout document is to be stored, find the storage area before entering Column Layout.
- The typewriter remembers the latest Column Layout tabs. You can have the typewriter reset the column tabs automatically.
  - If you are typing several tables and there is a chance they will be changed, you should make a note of where the tab stops are set for each column in the table.

To Use Column Layout

1. Begin the Column Layout set-up line by depressing CODE + L (COL L).
   - Columns light comes on.
   - Auto Rtn light goes off.
   - All previously set tabs are cleared.
2. Type the longest line in each column.
   - Nothing prints on the paper.
   - If you have typed the wrong information, depress the ⌫ key to correct. You may back up to the last COL L instruction.
   - Be sure to enter CODE + L between each item. See illustration below.
   - Do not space between items.
   - If you need to start over, see "To Start Over."
3. Depress CODE + L after typing the last item.
4. Space to where you want the last column to end, then type a carrier return.
   - The tabs are set for the beginning of each column.



5. Type the table.
6. When you complete typing the table, end Column Layout by typing a carrier return followed by CODE + L.
   - The Columns light goes off.
   - Tabs that were set for the table are cleared and the typewriter automatically resets previous tabs.
   - Auto Rtn light comes back on.

To Start Over

Type a carrier return, depress CODE + L, then depress CODE + L again and retype the set-up line.

- Columns light must be on.
- The first time Column Layout is entered the Columns light goes off. The second time Column Layout is entered the Columns light comes on.

Correcting Errors in a Previous Column While Typing

If, while typing the document, you notice an error, depress the ⌫ key to erase incorrect characters.

- You can ⌫ through a tab(s).
- Retype everything (including tabs) that has been erased.

To End Column Layout After Typing The Table

Type a carrier return, then depress CODE + L.

- The Columns light goes off.
- Previous tabs are reset.

To Play Back Tables Without Changes

To play back a table:

1. Find the Document Storage area where the table was stored.
2. Play back the table.
   - To play back, you do not have to have the column tabs set. The typewriter remembers how far the carrier moved when the tab key was depressed.
   - If playing back to add lines or columns, see "Making Major Changes to Tables."

Making Minor Changes to Tables

If the changes are minor word changes, correct them as follows:

1. Play, Advance, or Return to the point of change.
2. Delete the incorrect word and add the correct word.
   - If the changes are such that the longest line in a column changes or there is an addition of another line or column, see that heading below.
3. Play back a corrected copy.

To Reset Column Layout Tabs

The typewriter will remember the latest set of Column Layout tabs.

- If you have typed more than one table using Column Layout, the tabs for the most recent table typed are remembered by the typewriter.

To reset Column Layout tabs:

1. Find the Document Storage area.
2. Depress CODE + L.
3. Type a carrier return.
   - Columns light comes on.
4. Play back the table.

NOTE: If these tabs are not the ones used for the table, reset the tabs yourself.

Making Major Changes to Tables

If the addition or deletion changes the longest line in a column, the columns would then not have the correct amount of space between them.

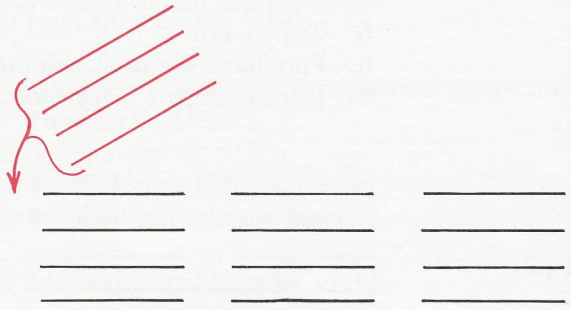
To have the correct amount of space between columns enter a new set-up line.

- See "To Use Column Layout."

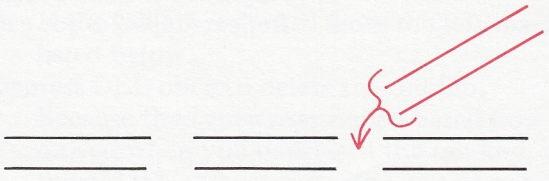
Because the set-up line has reset the column tabs, follow the steps under "Changing the Tab Stops in a Table."

Adding a Column to a Table

At the Left Margin



1. Enter the new Column Layout set-up line.
   - See "To Use Column Layout."
2. Type the first item in the first column and then tab.
3. Play back the next column.
4. Depress DEL once to delete the tab.
5. Type a tab to position you at the next column.
6. Repeat steps 3-5 for remaining columns on that line.
7. Repeat steps 2-6 for each line.

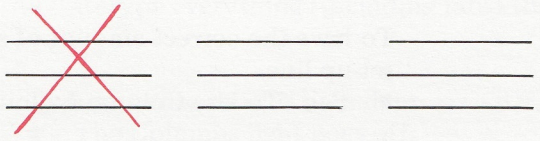


In The Middle of a Table

1. Enter the new Column Layout set-up line.
   - See "To Use Column Layout."
2. Play back the first column.
3. Depress DEL once to delete the tab.
4. Type a tab to position you at the next column.
5. Repeat steps 2-4 for the next column.
6. Type the first item in the new column including a tab.
7. Play back the last column.
8. Repeat steps 2-7 for each line.

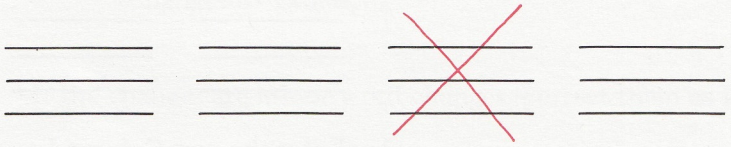
Deleting a Column in a Table

At the Left Margin



1. Enter the new Column Layout set-up line.
   - See "To Use Column Layout."
2. Delete the first column and the tab.
3. Play back the next column.
4. Depress DEL to delete the tab.
5. Type a tab.
6. Play back the next column.
7. Repeat steps 2-6 for each line.

In the Middle of a Table



1. Enter the new Column Layout set-up line.
   - See "To Use Column Layout."
2. Play back the first column.
3. Depress DEL once to delete the tab.
4. Type a tab.
5. Play back the next column.
6. Delete the tab before the column, the column and the tab after the column.
7. Type a tab.
8. Play back the next column.
9. Repeat steps 2-8 for each line.

COLUMN LAYOUT (Continued)

Adding Lines to a Table

If the changes to a table are additional lines of information, follow the steps below.

You must have the tabs set in the typewriter when you play back a table to add additional lines.

The typewriter remembers only the latest set of column tabs. You can reset the latest column tabs.

- If these tabs are not the ones used for the table you are changing, reset the tabs yourself.
  - See TABS in this section.

To reset the column tabs:

1. Find the Document Storage area where the table is stored.
2. Depress CODE + L.
3. Type a carrier return.
   - Columns light comes on.
   - Column tabs are reset.

To add additional lines to a table:

1. Advance, Return, or Play to the line where the addition is.
2. Add the new line.
3. Repeat steps 1 and 2 for each additional line.

Changing the Tab Stops For a Table

To have more or less space between the columns, follow these steps:

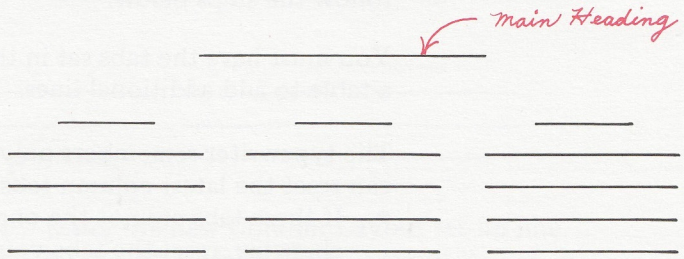
1. Enter the new Column Layout set-up line.
   - See "To Use Column Layout."
2. Play back the first column.
   - If the table is indented from the left margin, see steps listed below.
3. Depress DEL once to delete the old tab.
   - Because the typewriter remembered how far the carrier moved when you depressed the tab key, you must delete the old tab and enter a new one to position the carrier at the correct point.
4. Type the new tab.
5. Repeat steps 2-4 for each column in the table.
6. Repeat steps 2-4 for each line.

If the first column does not begin at the left margin, follow these steps:

1. Delete the INDENT instruction.
2. Enter the new INDENT instruction to position the carrier at the correct point.
3. Then follow steps 2-6 above.

Typing Tables With Centered Headings

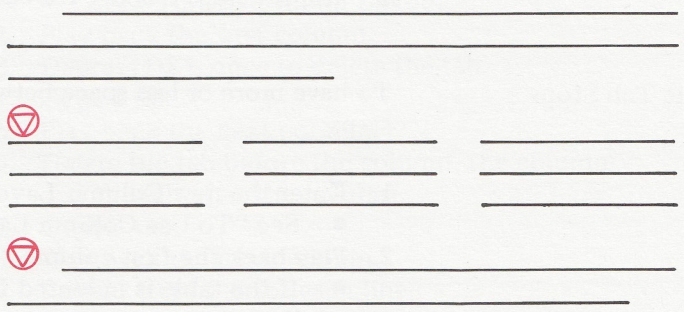
To type tables similar to the illustration below:



1. If there is a centered main heading, center it before entering the Column Layout set-up line.
   - See CENTERING in this section.
2. Enter the Column Layout set-up line.
   - See "To Use Column Layout."
3. Center the headings.
   - See CENTERING — Centering Headings Over Columns.
4. Type the table.

Typing Text With Tables

To type text and tables which are similar to the illustration below:



Enter Stop instructions before the table, so if you need to reset the column tabs, playback stops for you to do so.

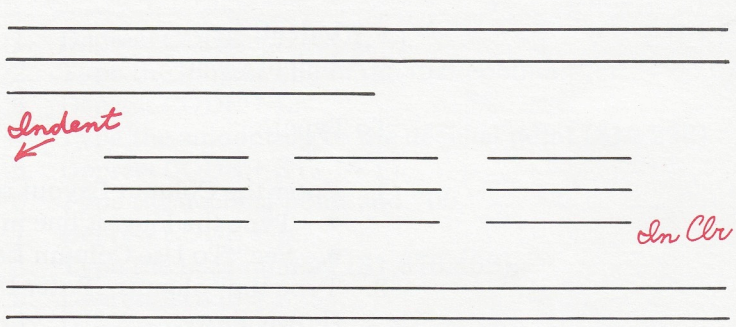
1. Set tabs as needed for the text.
2. Type the text.
3. Depress CODE + N (Stop instruction) immediately before entering Column Layout.
4. Enter the Column Layout set-up line.
   - See "To Use Column Layout."
   - Previously set tabs will be cleared.
5. Type the table, then end Column Layout by depressing CODE + L and carrier return.
   - Column Layout tab stops are cleared.
6. Depress CODE + N.
7. Type the remaining text.

To Play Back Text With a Table

1. Depress STORE + the alphabetic character (A-Z) of the Document Storage area.
2. Play back the text.
3. When playback stops, depress CODE + L, then carrier return to reset Column Layout tabs.
   - If column tabs are not the ones for this table, reset tabs yourself.
4. Depress PLAY + ALL to continue playback.
5. When playback stops again, depress CODE + L and carrier return to reset previous tabs.
6. Depress PLAY + ALL to continue playback.

Typing Tables That Are Indented From the Left Margin

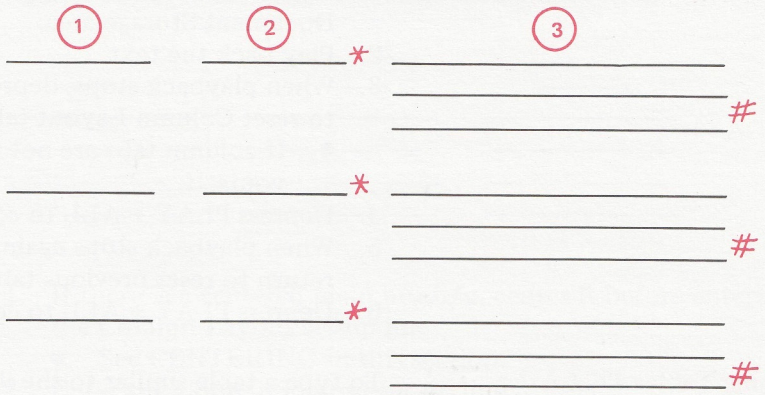
To type a table similar to the illustration below:



1. Set a tab for the indented table.
2. Type the text.
3. Depress CODE + tab (INDENT) to position the carrier at the beginning of the first column.
4. Enter the Column Layout set-up line.
   - See "To Use Column Layout."
5. Type the indented table.
6. At the end of the table depress CODE + carrier return (IN CLR). Continue typing.

Typing Tables With Text Extending to the Right Margin

To type a table similar to the illustration below:



* = Indent
= Indent Clear

To Type:

1. Enter the Column Layout set-up line.
   - Type the longest line in each column (1, 2 and 3).
   - See "To Use Column Layout."
2. Type the columns. Enter Indent and Indent Clear where shown above.
   - If not familiar with Indent, see INDENT in this section.

To play back:

1. Set the right margin at the same place as originally typed.
   - Resetting Column Layout tabs does not reset the right margin.
   - If the right margin is set differently, the lines will be changed according to the right margin set in the typewriter.
2. Play back the table.

To Use Number Alignment and Column Layout

When you are typing a table that consists of text and numbers to be aligned, you can use Column Layout to set up the tab stops for the table.

- If not familiar with Number Alignment, see NUMBER ALIGNMENT in this section.

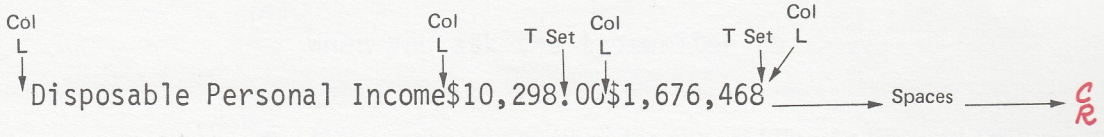
```
Disposable Personal Income          $10,298.00          $1,676,468
```

When you use Column Layout, you tell the typewriter the longest line in each column. The tabs are set at the beginning of each column. When there is a number to be aligned, you must tell the typewriter to set the tab at the decimal point.

Typing the Column Layout Set-Up Line For Use With Number Alignment

To type the Column Layout set-up line for the example below:

1. Depress CODE + L (COL L).
2. Type the longest line in the first column.
3. Depress CODE + L.
4. Type the amount up to the decimal point ($10,298).
5. Depress CODE + S (T SET).
6. Type the decimal point and "00."
7. Depress CODE + L.
8. Type the next number ($1,676,468).
9. Depress CODE + S.
10. Depress CODE + L.
11. Space to where the last column should end.
12. Type a carrier return.



Typing the Table Using Number Alignment

To type the table shown below:

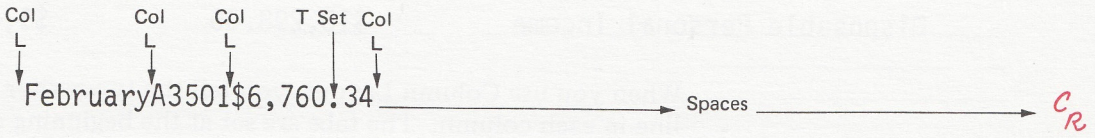
1. Type the first column.
2. Enter Number Alignment (CODE + the number 1-9) to position the carrier for the first number.
3. Type the number.
4. Enter Number Alignment (CODE + the number 1-9).
5. Repeat these steps for each additional line.



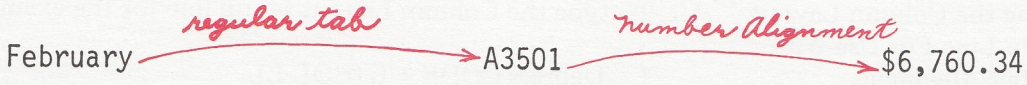
Typing Columns of Numbers/ Words of the Same Length

If a column contains words or numbers of the same length (e.g. order numbers, telephone numbers, zip codes, etc.), you do not have to enter a Tab Set for that column.

- Remember, during Column Layout a tab is set at the beginning of a column.



When typing the table, use a regular tab to position the carrier at the beginning of the column.



DELETE

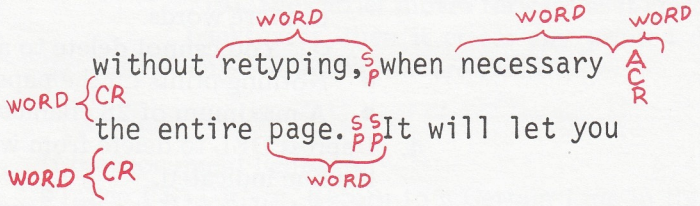
Deletes text from a Document Storage area.

- The Document light must be on.

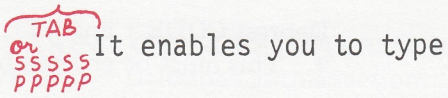
Delete a Word at a Time

Depress DEL once for each word you want to delete.

- The carrier does not move.
- A word includes the punctuation and space(s) following it.
- A carrier return or automatic carrier return is a word by itself. For example:



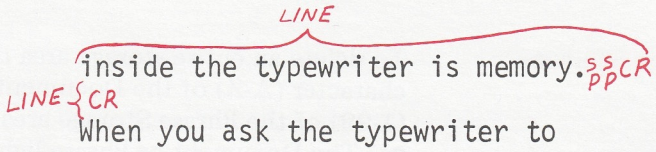
- A tab or multiple spaces is a word. For example:



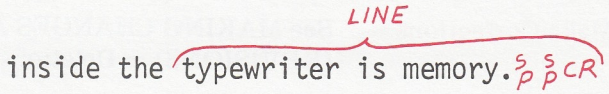
Delete a Line

Depress DEL + LINE once for each line you want to delete.

- Carrier does not move.
- A carrier return or automatic carrier return at the end of the line is part of the line.
- A carrier return by itself is a line. For example:



- If the carrier is positioned in the middle of a line and DEL + LINE is depressed, the line will be deleted from the position of the carrier to the end of the line (including the carrier return).



DELETE (Continued)

Delete To a Certain Line

1. Play, Advance, or Return to the point the deletion should begin.
2. Depress DEL + TO.
3. Type the first word(s) of the line you want to delete to.
   - Type the word(s) exactly as they appear on your copy, including capitals and spaces.
   - If more than one line begins with the same word, type two or more words.
     - You cannot delete to a carrier return or a tab by itself.
   - Nothing prints on the paper.
   - A maximum of 28 characters can be typed.
4. Depress DEL to delete from where you are in a storage area to the line indicated.
   - A bell rings if the line cannot be found. Repeat steps 2-4 making sure you type the line beginning exactly as it appears on your copy.

To Cancel a Delete To Entered in Error

Depress CODE + P (PRT).

- This must be entered before DEL is entered the second time.

Delete to the End of a Document Storage Area

Depress DEL + ALL.

- Deletes from where the instruction is entered to the end of the Document Storage area.
- Carrier does not move.

Delete an Entire Storage Area

To delete an entire storage area depress DEL + the alphabetic character (A-Z) of the Document Storage area or the number (1-99) of the Phrase Storage area.

- The Document or Phrase light stays on.
- It is recommended that you delete documents as soon as they are no longer needed in order to have maximum storage space available. This will also help to avoid Memory Full conditions when performing other functions.

Deleting to Make Corrections or Changes

See MAKING CHANGES AFTER A DOCUMENT IS TYPED (REVISIONS) — Deletions in this section.

Deleting Words With Dashes or Hyphens

See HYPHENS — Deleting in this section.

DOCUMENT STORAGE

See STORE in this section.

ERASE

See ERROR CORRECTION in this section.

ERROR CORRECTION (While Typing)

Correcting an Error Before the Carrier Returns

1. Depress the ⌫ key to lift errors* from the paper and erase from memory.
   - Use this only if you are working on the line where the error occurred.
   - If you depress CODE + BACKSPACE by mistake, just depress the ⌫ key to remove the incorrect character(s).
     - First, the carrier moves forward as it erases the coded backspaces, then it erases any printed characters.
2. Retype any characters that are erased.

Correcting an Error After the Carrier Returns

If the Document light is on:

- See RETURN — Return to a Certain Line in this section.

If the Document light is off:

- See ERROR CORRECTION (While Typing) in the ONE-LINE MEMORY section.

Correcting Extra Carrier Returns Entered in Error

See MAKING CHANGES AFTER A DOCUMENT IS TYPED (Revisions) — Deletions in this section.

FOOTNOTES

See MULTI-PAGE DOCUMENTS in this section.

FORM LETTERS

See STOP INSTRUCTION in this section.

*If using a T-III or Tech III ribbon, the error is covered up.

HYPHENS

While Typing

There are two kinds of hyphens:

- Syllable — When a word is too long and must be hyphenated at the right margin.
- Permanent — When a word(s) contains a hyphen that is always part of that word.
  - Type permanent hyphens in words such as "self-paced training" or "day-to-day activity" which should always be hyphenated.

Typing a Syllable Hyphen

1. When the right margin bell rings, type the first part of the word plus the hyphen.
2. Type a carrier return.
3. Finish the word on the next line and then space.

Typed Copy:

```
----- ----- --- ---- -------- ---- ----- depart- CR
ment ---- -------- ----- ----
```

- The hyphen and carrier return will not print if the document is changed and the word appears later within the line.

Revised Playback:

```
-------- -------- --- ---- ---- ----- ----- ------
--------------- department ------
```

Typing Words With Permanent Hyphens or Dashes Before the Right Margin Bell

To type permanent hyphens before the margin bell, just type the hyphen(s) or dash(s) where they should appear in the word.

Typing Words With Permanent Hyphens or Dashes After the Right Margin Bell

With Auto Rtn On:

Type the hyphen(s) or dashes and continue typing.

- Let the carrier return automatically.
- The hyphen(s) or dashes will always print when the document is played back.

With Auto Rtn Off:

Depress CODE + HYPHEN and carrier return.

- The hyphen(s) or dashes will always print when the document is played back.

While Typing (Continued)

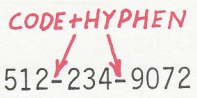
Typing Permanently Hyphenated Words Which Should Not be Separated at the Right Margin

Depress CODE + hyphen when typing permanent hyphens in words or numbers which should never be separated at the right margin.

To avoid this:

```
xxxx xxx xxxxx xx xxxxx xxx xx xx xxxxx 512-234-
9072 xxx xxxx xxxxxx
```

Do this when typing:



During Playback

To Make Hyphenation Decisions During Playback

If you want a more even right margin, you can tell the typewriter you want to make hyphenation decisions during playback.

To have the typewriter stop for hyphenation decisions, depress CODE + R before playing back.

- The Hyphenate light comes on.
  - Auto Rtn light is on.

If the Auto Rtn light is not on:

1. Depress Code + R.
   - The Auto Rtn light comes on.
2. Depress Code + R again.
   - The Hyphenate light comes on.

During playback the typewriter will stop if a word exceeds the right margin.

- The typewriter bell rings.
- The Hyphenate light blinks.
- Refer to your typewritten copy to determine where playback has stopped.

To hyphenate the word:

1. When playback stops, depress DEL to delete the word.
2. Type the first syllable(s) of the word and the hyphen.
3. Type a carrier return.
4. Type the remainder of the word on the next line.
   - Remember to type any space(s) or punctuation that follow the word.
5. Depress PLAY + ALL to continue playback.

To place the word on the next line:

1. When playback stops, type a carrier return.
2. Depress PLAY + ALL.

To leave the word on the same line:

- When playback stops, depress PLAY + ALL.

During Playback (Continued)

To Turn Off Hyphenate

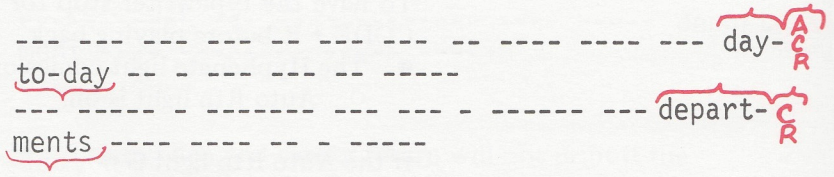
Depress CODE + R.

- The Hyphenate light and the Auto Rtn light go off.
- Depress CODE + R to turn on Auto Rtn again.
  - When Auto Rtn is on, the typewriter will not stop for hyphenation decisions but some line endings may be rearranged.

Deleting

A Syllable or Permanent Hyphens/Dashes at the End of a Line

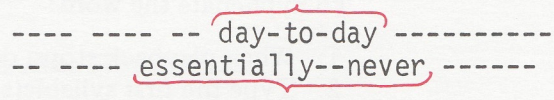
To delete a word which is hyphenated like the examples below:



1. Depress PLAY until the carrier is positioned before the word with a hyphen.
2. Depress DEL three times.
   - The first part of the word, the hyphen, the carrier return, and the last part of the word are deleted.
     - Any punctuation or space(s) following the word is also deleted.

Deleting a Word(s) Containing Permanent Hyphens/Dashes Within a Line

To delete a word(s) like the example below:

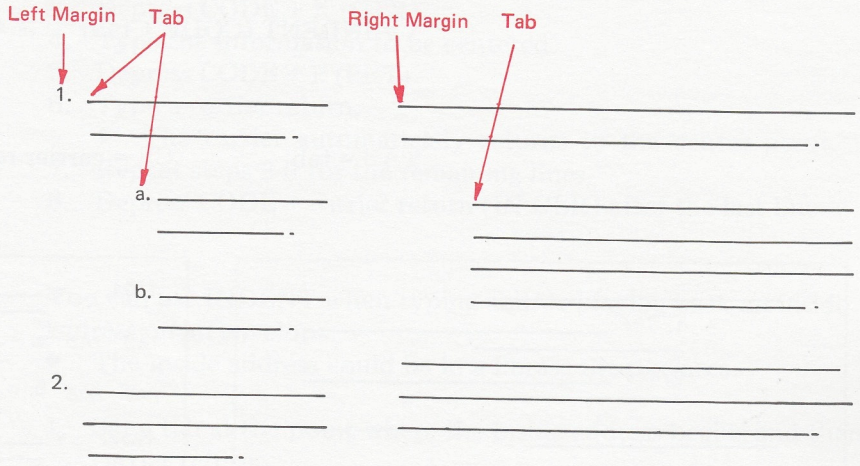


1. Depress PLAY until the carrier is positioned before the word with the hyphen or dash.
2. Depress DEL once.
   - The word, hyphens/dashes, and punctuation or space(s) following are deleted.

INDENT

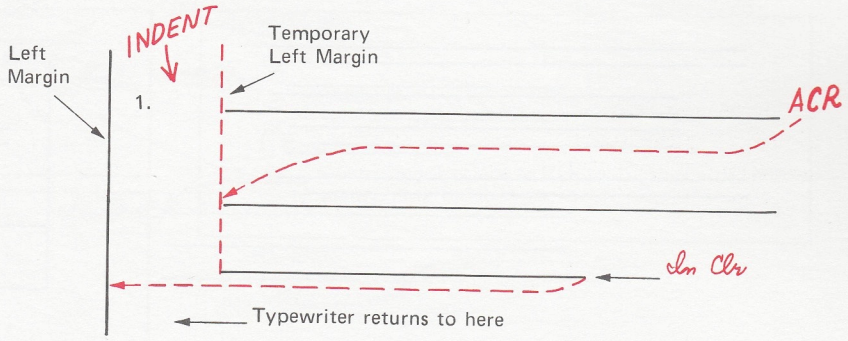
When typing documents which look similar to the examples shown below, use INDENT (CODE + tab) when more than one line is indented from the left margin.

- All tabs must be set before entering INDENT.
- A tab(s) must be set for each indent level(s).



Typing Indented Paragraphs

1. Select a Document Storage area.
2. Set margins and tabs.
   - Make sure you have set a tab for each indent level.
3. Type until you reach the line where the indented paragraphs begin.
4. Enter an Indent Tab by depressing CODE + tab (INDENT).
5. After you type indented paragraphs at one indent level, return to the original left margin by depressing CODE + carrier return (IN CLR).



INDENT (Continued)

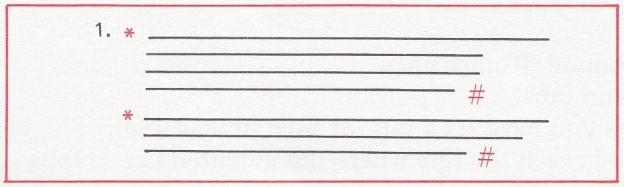
Other Ways to Use Indent

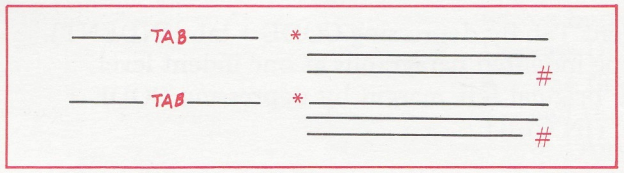
Refer to examples below to see specifically when INDENT and INDENT CLEAR should be entered:

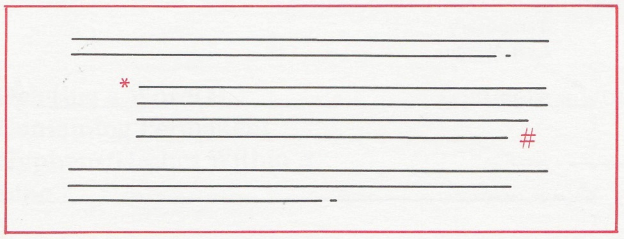
* = INDENT (CODE + tab) # = INDENT CLEAR (CODE + carrier return)

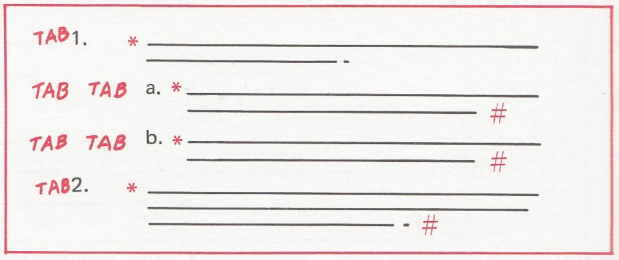
TAB = tab CR = carrier return

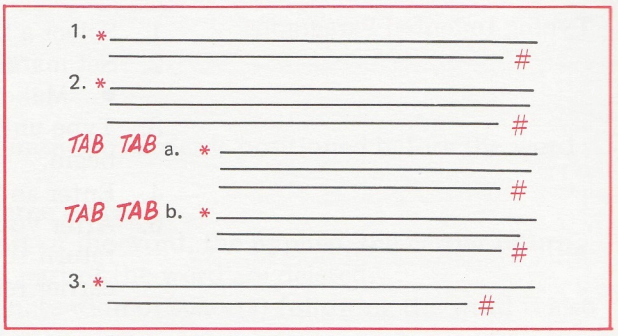


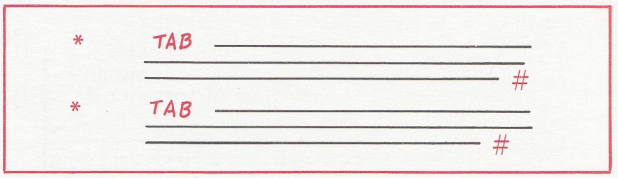


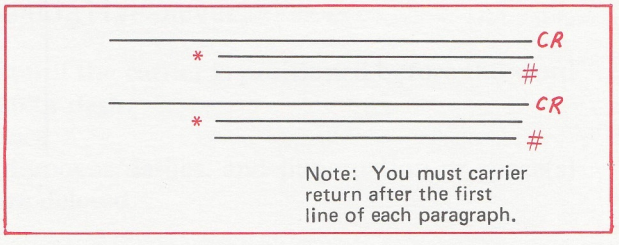












To Use Indent When Centering Several Lines

INDENT can be used when several lines are to be centered.

1. Set a tab at the center point and then carrier return.
2. Depress CODE + tab (INDENT).
3. Depress CODE + K (CTR).
4. Type the information to be centered.
5. Depress CODE + P (PRT).
6. Type a carrier return.
   - The carrier automatically returns to the center point.
7. Repeat steps 3-6 for the remaining lines.
8. Depress CODE + carrier return (IN CLR) after the last line.

To Use Indent for Envelopes

You can use INDENT when typing and/or playing back an inside address on an envelope.

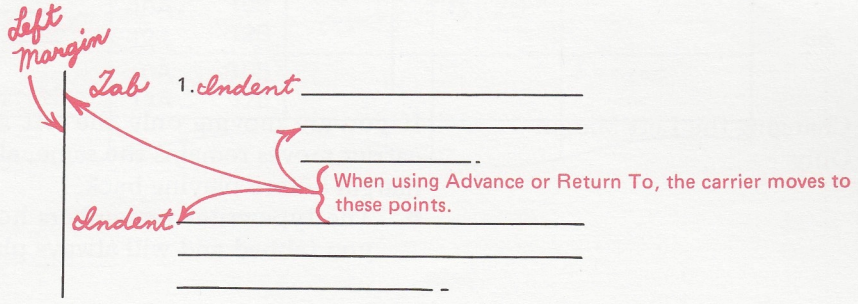
- The inside address could be in a Phrase Storage area.

1. Set a tab at the point where the inside address begins and then carrier return.
2. Depress CODE + tab (INDENT).
3. Type or playback the inside address.
4. Depress CODE + carrier return (IN CLR).

Making Changes to Indented Documents

INDENT (CODE + tab) is considered a word, just like a regular tab.

- When Returning or Advancing to a line where there is an INDENT instruction, the carrier moves to the temporary left margin.
  - If a regular tab comes before the INDENT, the carrier stays at the original left margin.



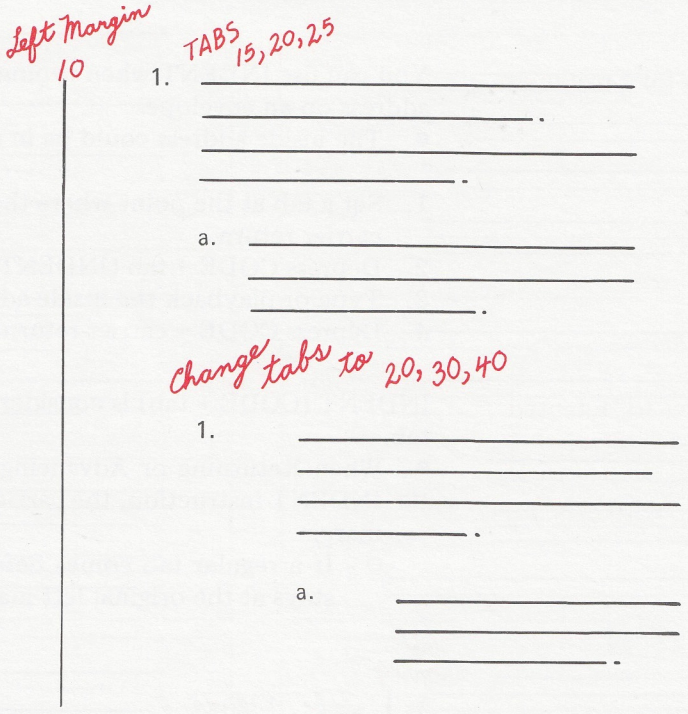
When changing indented documents remember:

- If you delete an Indent instruction, you must re-enter it, if needed.
  - The Indent instruction is on the first line of indented information.
- If you delete an Indent Clear instruction you must re-enter it, if needed.
  - An Indent Clear instruction is a word just like a carrier return.

Changing Indent Levels (Tab Stops)

Anytime tab stops are changed, the old tab is deleted and a new tab is entered. To make a revision similar to the one shown below:

1. Set the new tab stops, then carrier return.
2. Depress DEL once to delete the regular tab before the number.
3. Depress the tab key to move to the new tab stop.
4. Depress PLAY once to play back the number.
5. Depress DEL once to delete the INDENT (CODE + tab).
6. Depress CODE + tab to re-enter the INDENT.
7. Play back the remaining lines.
8. Repeat steps 2-7 for each new level of indention.



Changing the Left Margin Only

If you are moving only the left margin, but the distance the carrier moves remains the same, all you do is reset the left margin before playing back.

- The typewriter remembers how far the carrier moved when you tabbed and will always play back that number of spaces.

KEEPING TRACK OF WHAT YOU STORE (Storage Log)

You will need to know where information is stored. Also you need to know how the information was typed — margins, tabs, spacing, etc.

A suggested guide has been developed for your use in keeping track of stored information. The guide is found in the back of this book. Use it if it meets your needs, all you need to do is make a copy.

- You can also develop your own guide.

Key to Sample Storage Log:

1. Alphabetic or numeric characters used for storage
2. Brief description of document/phrase
3. Circle pitch level position selected (10A 10B or 12A 12B)
4. Margins set for document/phrase
5. Tabs set for document/phrase
6. Any additional notes or comments about that document/phrase (e.g., typestyle, line spacing, number of inches from top of paper for paper insertion, etc).

Storage Area	Description Of Document	Pitch Lever	Margins	Tabs	Additional Notes
A	Letter to Jones	10A (10B) 12A 12B	15+75	20, 25, 42	single spacing Courier 10
B	3rd qtr report	10A 10B (12A) 12B	12+90	17, 22, 27, 50	Prest. Elite Double spacing 3 pages
C	vacation report	(10A) 10B 12A 12B	10+75	15, 20	
D	Letter to Smythe	10A (10B) 12A 12B			2 pages

LIGHTS

See BELLS, LIGHTS, WHAT HAPPENED section in this book.

MAKING CHANGES WHILE TYPING

See ERROR CORRECTION in this section.

MAKING CHANGES AFTER A DOCUMENT IS TYPED (REVISIONS)

Listed below are some steps for making changes. Use the one that most closely resembles your type of change.

- If any of the changes involve changing the tab stops or information that consists of a tab, make sure the tabs set in the typewriter are the ones you need for the document.

To make changes to a document after it has been typed and stored:

1. Depress STORE + the alphabetic character of the Document Storage area (A-Z) you want to change.
   - Document light must be on.
2. Make sure the Auto Rtn light is on.
3. Make the necessary changes.
4. Play back a corrected copy, if necessary.

Additions

Adding a Word(s) in the Middle of a Line

1. Play, Advance, or Return to the point of the addition.
2. Type the addition(s).
   - Include any punctuation or space(s) following the word.
3. Continue with steps 1 and 2 until all the additions are made.

Adding a Word(s) at the Beginning of a Paragraph

1. Play, Advance, or Return to the first line of the paragraph.
2. Depress PLAY once if there is a tab at the beginning of the paragraph.
   - The tab plays back.
     - Do not do this step if there isn't a tab.
3. Type the new word(s).
   - Include any punctuation or space(s) following the word.

Adding a Word(s) at the Beginning of a Line

1. Play, Advance, or Return to the beginning of the line with the change.
2. Type the new word(s).
   - Include any punctuation or space(s) following the word.

Adding a Line(s) at the End of a Paragraph

1. Play, Advance, or Return to the last line in the paragraph.
2. Play back through the last word in the paragraph including any punctuation or space(s) following the word.
   - Do not play back the carrier return.
3. Type the new line(s).

Additions (Continued)

Adding a Word(s) at the End of a Line

1. Play, Advance, or Return to the line with the change.
2. Play back through the last word in the line.
   - Do not play back the carrier return.
3. Type the new word(s).

Adding A Paragraph That Is Indented

If you are adding paragraphs that have a paragraph indention, make sure the tab stop is set at the correct point before making changes.

- If the tab stop is not set at the same point, when you depress the tab key the carrier moves to the current tab stop set in the typewriter.

Deletions

Deleting a Word(s) in the Middle of a Line

1. Play, Advance, or Return to the point of the deletion.
2. Depress DEL for each word to be deleted.
   - The punctuation or space(s) following the word are deleted with the word.

Deleting a Word(s) at the End of a Line or Paragraph

1. Play, Advance, or Return to the point of the deletion.
2. Depress DEL + LINE if you want the rest of the line deleted or, depress DEL once for each word you want to delete.
   - A carrier return at the end of the line is a word by itself.

Deleting a Word at the Beginning of a Paragraph

1. Play, Advance, or Return to the first line of the paragraph with the change.
2. If there is a tab at the beginning, depress PLAY once to play back the tab.
3. Depress DEL once.
   - The word at the beginning is deleted.

Deleting Words With Hyphens or Dashes

To delete words with permanent hyphens or dashes similar to the ones shown below:

first-class or HA-0617

Depress DEL once.

- The first word, the hyphen (or dashes), the second word, and any punctuation or space(s) following the word are deleted.

Changing the Amount of Space the Paragraph is Indented

The typewriter remembers how far the carrier moves when you depressed the tab key. If the tab stop is changed, you need to delete the old tab and add a new tab.

- The carrier then moves the correct distance.

1. Set new tab stop.
2. Play, Advance, or Return to the tab.
3. Depress DEL to delete the tab.
4. Type the new tab.

Correcting an Error in The Middle of a Word

1. Play, Advance, or Return to the word before the incorrect word.
2. Depress DEL.
   - The incorrect word and any punctuation or space(s) are deleted.
3. Type the correct word and the space(s) following.

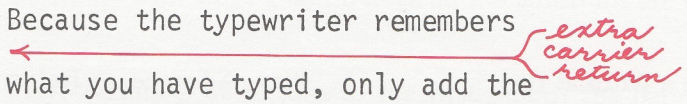
OR

If you have played back the word, use the ⌫ key to erase the incorrect characters and retype.

- Remember to add the space(s) following.

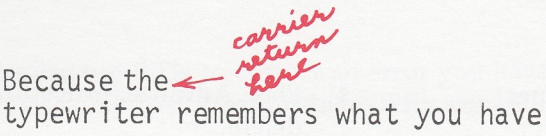
Deleting an Extra Carrier Return in a Document

To delete an extra carrier return that is preceded by text:



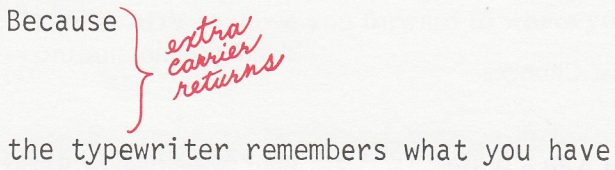
1. Play, Advance, or Return to the line before the carrier return you want to delete. (In this example line is "Because.")
2. Depress PLAY + LINE to play back the line, including the carrier return at the end of the line.
3. Depress DEL once to delete the extra carrier return.
   - If there is more than one extra carrier return, see "Deleting Several Carrier Returns in the Middle of a Line."

Deleting a Carrier Return in the Middle of a Line



1. Play, Advance, or Return through the word before the carrier return (in this example "the").
2. Depress DEL once to delete the carrier return.
3. Space once and continue playback.
   - If there is a space after "the" you do not need to space.
   - The remaining lines move up.

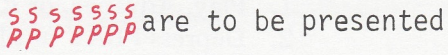
Deleting Several Carrier Returns in the Middle of a Line



1. Play, Advance, or Return through the word before the extra carrier returns (in this example "Because").
2. Depress DEL + TO, type the first words of line deleting to, then depress DEL.
   - In this example, deleting to "the typewriter".
3. Space once, if necessary.
4. Continue playback.
   - The line beginning "the typewriter" moves up after "Because".

Deleting Extra Spaces

To delete extra spaces at the beginning of a line:



1. Play, Advance, or Return to the line with the extra spaces.
2. Depress DEL once.
   - Remember, several spaces are considered one word.

To delete extra spaces within a line:



- Spaces are considered part of the word they follow. Delete the word before the spaces, then retype the word with the necessary space.

Deletions (Continued)

Deleting Several Lines

1. Play, Advance, or Return to the point where you want to delete.
2. Depress DEL + LINE for each line you want to delete.

OR

1. Depress DEL + TO.
2. Type the first word(s) of the line following the lines you want to delete.
3. Depress DEL.
   - All lines up to the word(s) you typed are deleted.

Other Kinds of Changes

To Delete and Add a Word at the End of a Line

1. Play, Advance, or Return to the line with the change.
2. Depress PLAY until the word immediately before the last word on the line plays back.
3. Depress DEL once.
   - The word at the end of the line is deleted.
   - The carrier return is still in memory.
4. Type the new word.

To Separate a Paragraph

To make a change like the one shown below:

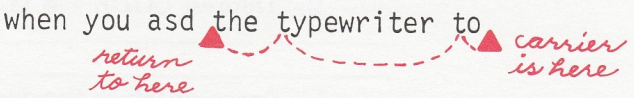
```
outside the company.¶Further details can be
```

1. Play, Advance, or Return to the line with the change.
2. Depress PLAY until the last word and the two spaces preceding the new paragraph have played back. In this example it is "company. S S P P ".
3. Type the carrier return(s).
   - Type a tab to indent the new paragraph, if necessary.

Correcting an Error on the Same Line

You can use RTN to correct an error you have played past.

- Use only to correct mistakes with same number of characters.

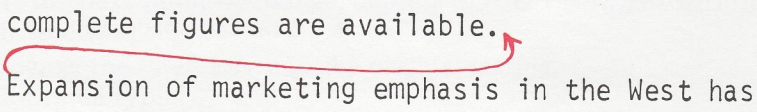


To correct the example above, you would:

1. Depress the RTN key to back you up to the space after "asd".
2. Depress the ⌧ key to erase the incorrect characters.
3. Type the correct characters and the space.
   - The space was the first character erased.
4. Depress ADV to move you forward to where you left off and continue playing back.

To Combine Paragraphs

To make a change like the one shown below:



1. Play, Advance, or Return to the last line in the first paragraph.
2. Depress PLAY until the last word and spaces following it play back.
   - Do not play back the carrier return. In this example the text is single spaced with two carrier returns between paragraphs.
3. Depress DEL twice to delete the two carrier returns.
   - If there is a tab indenting the next paragraph, depress DEL once to delete it.

Making Changes to a Centered Line

See CENTERING in this section.

Making Changes to a Table (Column Layout)

See COLUMN LAYOUT in this section.

Making Change to Tables With Numbers

See NUMBER ALIGNMENT in this section.

Making Changes to Indented Paragraphs

See INDENT in this section.

MARGINS

Setting the Left Margin

1. Space or tab to move to the desired left margin setting.
   - Depress CODE + BACKSPACE to move to the left of the present margin.
2. Depress CODE + W (L MAR).

Setting the Right Margin

1. Space or tab to the desired right margin setting.
2. Depress CODE + E (R MAR).
3. Type a carrier return.
   - When you carrier return after setting the margins, the paper does not move up.

NOTE: Making hyphenation decisions during playback will produce a more even right margin.

- See HYPHENS — During Playback.

Additional Right Margin Information

- A bell will ring five spaces before the carrier reaches the right margin.
- You can space, tab, or type through the right margin.

Releasing the Left Margin

See BACKSPACE in this section.

Checking the Left and Right Margin Setting

To check the left margin setting:

Depress the carrier return. The pointer position on the Margin Scale indicates the left margin setting.

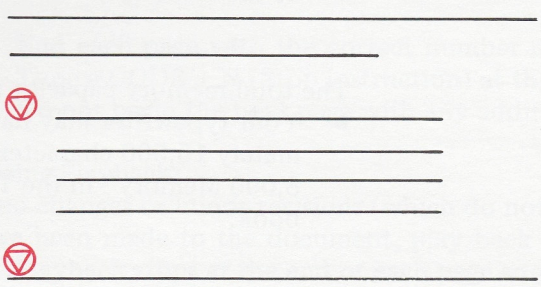
- If an INDENT instruction has been entered the pointer returns to the temporary left margin. Depressing CODE + carrier return will return pointer to original left margin.

To check the right margin setting:

Depress the space bar until you hear the bell ring. The right margin is five spaces beyond the bell.

- The right margin also acts like a tab stop. If you depress the tab key it will stop at each tab stop and the right margin.

Changing Margins in the Middle of a Document



While typing:

1. At the beginning of the line where the margins are to change, depress CODE + N (▽ Stop instruction).
2. Change the Pitch Lever to a new position.
3. Set the new margins.
4. Type the text with the new margin settings.
5. At the next point of change, depress CODE + N (▽ Stop instruction).
6. Change the Pitch Lever to the original setting.
7. Continue typing.

When playing back:

1. When playback stops, move the pitch lever to A or B.
2. Continue playback.
3. When playback stops again, move the Pitch Lever back to the original setting and continue playback.

Saving Margins and Tabs

See PITCH LEVER in this section.

MEMORY

The 7500-character memory is available for use when the Document or Phrase light is on.

- Each document or phrase stored subtracts from the capacity of the memory.

Memory Capacity

The total memory capacity is approximately 7,500 characters.

- Your typewriter may have the Optional Feature of approximately 15,500 character memory. See "Additional 8,000 Memory" in the Typewriter Features Section of this book.

Memory Full Warning

When there are approximately 100 characters of memory remaining, the typewriter bell rings three times and the Document and/or Phrase light will blink.

- If there are less than 100 characters remaining in the document or phrase, finish typing.
- If there are more than 100 characters remaining, you should delete documents or phrases that are no longer needed. Consult your storage log and decide what material can be deleted.

To delete a document or phrase from memory:

- Depress DEL + any alphabetic character (A-Z) or number (1-99).

Memory Full

If you continue to type after the memory full warning and completely fill the memory, the typewriter bell rings with each character typed and nothing prints on your paper or goes into memory. You must either delete documents or phrases in other storage areas no longer needed.

- If this is not possible, you can type using the One-Line Memory. Remember the information typed in the One-Line Memory cannot be played back.

MULTIPLE-PAGE DOCUMENTS

Type all pages of a multiple-page document in the same storage area.

While typing:

- End each page with the correct number of carrier returns.
- Type a CODE + N (Stop instruction) at the end of each page.
- Do not begin the next page with any additional carrier returns.

During Playback:
If no changes or minor revisions (which do not affect page length) have been made to the document, play back the document.

- Playback stops at the end of each page so you can insert a new sheet of paper.

If revisions have changed the number of lines per page, the Stop instruction may not be in the correct place.

If the revisions result in the Stop instruction appearing before the end of the page:

1. Play back until the typewriter stops.
2. Depress the ⌫ key once to erase the Stop instruction.
3. Continue playback until you reach the desired end of page.
4. Type a new Stop instruction.
5. Insert the next sheet of paper and continue using the steps 1-5 to change any other Stop instructions.

If the revisions result in the Stop instruction not appearing until the second page:

1. Determine where the first page should end.
2. Type a CODE + N (Stop instruction).
3. Insert the next sheet of paper.
4. Continue playback until you reach the old Stop instruction.
5. Depress the ⌫ key to erase the Stop instruction.
6. Continue playing back and repeating these steps to change any other Stop instructions.

To Type Footnotes, Headings, Page Numbers in Multiple-Page Documents

Do not store footnotes, headings, or page numbers since revisions may cause page endings to change.

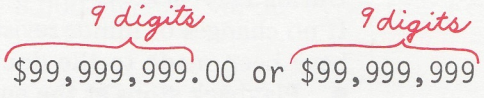
At the point where the footnote, heading, or page number should be:

1. Depress STORE.
   - The Document light goes off.
   - You are using the One-Line Memory.
2. Type the footnote, heading, or page number.
   - Use the ⌫ key or No Print for error correction.
3. Depress STORE.
   - The Document light comes on.
4. Continue typing.

NUMBER ALIGNMENT

Number Alignment automatically aligns the carrier at the correct digit position to type a number. Instead of tabbing from one column to the next and having to space or backspace, the Number Alignment instruction (CODE + any number from 1-9) positions the carrier at the correct point.

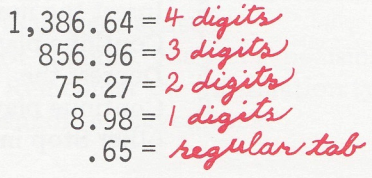
When using Number Alignment, there can be a combination of up to nine numbers, spaces, or dollar signs to the left of the decimal point. For example:



- Commas are not counted. The typewriter knows where they should be positioned and automatically makes room for them.

To Use Number Alignment

1. Set the tabs at the decimal points of each column and carrier return.
   - If the number does not have a decimal point, set the tab at the end of the number.
2. Count the number of digits to the left of the decimal point.
   - Do not count commas.
   - Do count dollar signs, parenthesis, etc.
3. Depress CODE + the number 1-9 counted in step 2.
   - Always use the number 1, not the lower case L.
   - The carrier moves to the correct position.
4. Type the number.
   - If you coded the incorrect number, space or use the ⌫ key to position the carrier correctly.



Number Alignment and Column Layout

To use Column Layout to set the tab stops for the numbers, see COLUMN LAYOUT--To Use Number Alignment and Column Layout in this section.

NUMBER ALIGNMENT (Continued)

Numbers With More Than Nine Digits

1. Depress CODE + 9.
   - The carrier moves to the ninth digit position.
2. Depress the ⌫ key once for each additional digit and comma in the number to the left of the ninth position.
3. Type the number.

```
654321 ← 9th digit
5,666,987,654,321.00
```

Numbers With Spaces After a Dollar Sign

When you have numbers to type similar to the following:

```
$   11,877 = 8 digits
 7,215,753
   203,215
```

1. Count the digits in the longest number, then add one for the dollar sign.
2. Depress CODE + the number you arrived at in step 1.
3. Type the dollar sign.
4. Space to where the number should begin.
   - Include a space for the comma(s).
5. Type the first number.

Numbers Without Commas

To count and type numbers like the following:

```
7500
$400
-600        or        $400,000
```

1. Count the number of digits to the left of the decimal point.
   - Remember the typewriter makes room for commas.
     - In the above examples the typewriter allows space for the comma, even though you do not want them.
2. Space once before typing the first number or symbol.

For numbers like the following:

```
2000000
-200000
$200000
```

1. Count the number of digits. (In this example it's 7.)
2. Depress CODE + the number 1-9.
3. Space twice before typing the number.

NUMBER ALIGNMENT (Continued)

Making Changes to a Table With Numbers

The typewriter remembers how far you tabbed (CODE + number). If in making changes the tab stops are changed, you must delete the old tab and type a new tab.

Changing the Tab Stops

1. Set the desired new tabs.
2. Depress DEL once to delete the CODE + number you entered for the original number.
3. Depress CODE + number 1-9 to align the number at the new tab stop.
4. Depress PLAY to play back the number.
5. Repeat steps 2-4 for each column of numbers.
6. Repeat steps 2-5 for each line in the table.

Adding a Column of Numbers

9,999.00	999.00	99.00
99,999.00	9,999.00	9.00
9.00	99,999.00	9,999.00

1. Set the desired new tabs.
2. Depress DEL once to delete the CODE + number you entered.
3. Depress CODE + number 1-9 to position the number at the new tab stop.
4. Depress PLAY to play back the number.
5. Repeat steps 2-4 for the next column.
6. Count the number of digits in the first number of the new column, then depress CODE + the number (1-9).
7. Type the number.
8. Depress DEL to delete the CODE + number you entered for the last column.
9. Depress CODE + number 1-9 for the last column.
10. Depress PLAY to play back the last number.
11. Repeat steps 2-10 for each line.

Deleting a Column of Numbers

9,999.00	999.00	99.00
99,999.00	9,999.00	9.00
9.00	99,999.00	9,999.00

1. Set the desired new tab stops.
2. Depress DEL once to delete the CODE + number you entered for the first column.
3. Depress CODE + number 1-9 to position the number at the new tab stop.
4. Depress PLAY to play back the number.
5. Depress DEL twice.
   - Once to delete the coded number, the second time to delete the number.
6. Depress DEL to delete the coded number for the third column.
7. Depress CODE + number 1-9.
8. Depress PLAY to play back the number.
9. Repeat steps 2-8 for each line.

PAGE NUMBERS

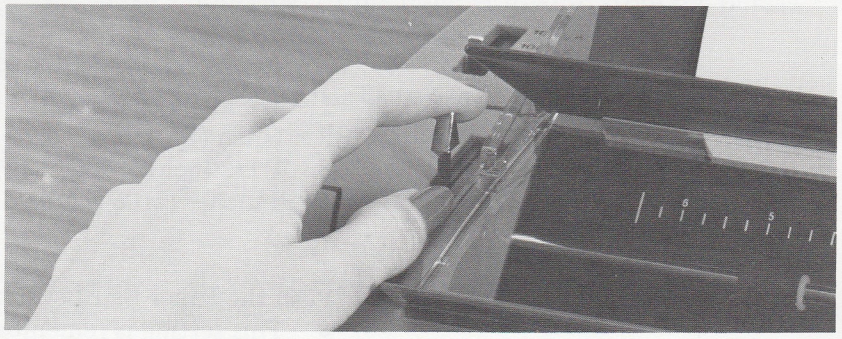
See MULTIPLE-PAGE DOCUMENTS in this section.

PAPER INSERTION

Paper may be inserted into the typewriter by using the paper insertion feature.

Inserting Paper to One Inch (25.4 mm) From the Top

1. Place the paper into the typewriter.
2. Pull the Paper Bail Lever all the way forward; then release.



- The paper is inserted to approximately one inch (25.4 mm) from the top.
  - Depending upon the line spacing your typewriter has, the amount of space from the top may vary.
- The indexes used to insert the paper are not stored in the memory.

3. Push the Paper Bail Lever back against the paper.

Inserting Paper Other Than One Inch (25.4 mm) From the Top

1. Place the paper into the typewriter.
2. Pull and hold the Paper Bail Lever all the way forward and type a number; then release.
   - The chart shown below is a guide for the number you should type depending on how much space you want left from the top.

0 = Top of paper	5 = 21/2 inches (63.5 mm)
1 = 1/2 inch (12.7 mm)	6 = 3 inches (76.2 mm)
2 = 1inch (25.4 mm)	7 = 3 1/2 inches (88.9 mm)
3 = 1 1/2 inches (38.1 mm)	8 = 4 inches (101.6 mm)
4 = 2 inches (50.8 mm)	9 = 4 1/2 inches (114.3 mm)

3. Push the Paper Bail Lever back.
   - This setting is remembered until you change it or the power is turned off.

Removing the Paper

1. Pull the Paper Release Lever forward.
2. Pull out the paper.
3. Push the Paper Release Lever back.

PHRASE STORAGE

You may store frequently used phrases, headings, sentences, etc. in Phrase Storage areas and have the typewriter play them back. You only have to type them once.

Storing a Phrase

1. If the Document light is on, turn it off by depressing STORE.
2. Depress STORE + any number (1-99).
   - You must type a number to enter Phrase Storage.
   - The Phrase light is on.
   - Make a note (log) of the number used to store the phrase.
   - Store one phrase per storage area.
3. Type the phrase.
   - If another phrase has been stored in that area it is deleted as soon as you begin to type.
4. Depress STORE.
   - The phrase is stored and the Phrase light goes off.

Correcting an Error in a Phrase Before the Carrier Returns

Depress the ⌫ key to correct any errors before the carrier returns.

Correcting an Error in a Phrase After the Carrier Returns

If you notice an error in the phrase after the carrier has returned, you must restore the phrase.

1. Depress STORE + the same number.
2. Retype the entire phrase.
3. Depress STORE.
   - If the phrase is long and you notice an error after the carrier has returned, just continue typing and store the rest of the phrase. Then refer to "Making Changes to a Phrase" to see how to make the correction(s).

To End a Phrase

Depress STORE.

- The Phrase light goes off.

To Play Back a Phrase

Depress PLAY + the number (1-99) of the Phrase Storage area.

- Playback begins immediately.
- You may also play back a word, a line, all, or to a certain line.
- If the Document light is on, the phrase that is playing back will be stored in a Document Storage area.
  - You can play back a phrase with the Document light off.

To Stop Playback

Depress and release PLAY.

- To continue playback depress PLAY + ALL.

PHRASE STORAGE (Continued)

To Play Back Several Phrases at One Time

1. Depress PLAY + the number (1-99) of the first phrase.
2. While the first phrase is playing back, depress PLAY + the number of the next phrase to play back.
   - If any of the phrases have Stop instructions, the preceding phrase must completely play back before the next phrase number can be inserted.
3. Release the PLAY key.
   - You must release the PLAY key before entering the next phrase to play back.
4. Repeat steps 2 and 3 for each phrase to be played back.
   - You can enter a maximum of six Phrase Storage area numbers.

Making Changes to a Phrase

To make changes to a stored phrase, it must be copied into a Document Storage area.

To make changes to a phrase:

1. Select an available Document Storage area by depressing STORE + any alphabetic character (A-Z).
   - Make sure the Document Storage area doesn't have any information stored in it.
2. To copy the phrase into the Document Storage area (without playing it back) depress ADV + the number (1-99) of the Phrase Storage area.
   - You will hear a "thump" after the phrase is copied.
   - If a bell rings, there is not enough space left in memory to move the whole phrase. You must delete information in another storage area that is no longer required. See DELETE for more information. After deleting, depress ADV + the number of the Phrase Storage area again.
   - The phrase is now in a Phrase Storage area and the Document Storage Area.
3. You are located at the end of the storage area. Depress RTN + ALL to return to the beginning.
4. Make the required changes.
5. Depress RTN + the Phrase Storage area number.
   - The corrected phrase is stored in the Phrase Storage area.
   - The "old" phrase is automatically deleted.
6. Depress DEL + the alphabetic character of the Document Storage area.
   - The phrase is deleted from the Document Storage area.

To Copy One Phrase Into a Document Storage Area

1. Depress STORE + any alphabetic character (A-Z).
2. Depress ADV + the number (1-99) of the Phrase Storage area.
   - The phrase is now in the Document Storage area and the Phrase Storage area.

To Copy More Than One Phrase Into a Document Storage Area

1. Depress STORE + any alphabetic character (A-Z) of an available Document Storage area.
2. Depress ADV + the number of the first phrase to be copied.
   - You hear a "thump" when the phrase is copied.
3. Repeat step 2 until all phrases have been copied.
   - Phrases are stored in the Document Storage area in the order in which they were copied.
   - You are located at the end of the storage area.

Storing a Phrase While Typing a Document

To store a phrase as you are typing a document:

1. Depress STORE + any alphabetic character (A-Z) to select a Document Storage area.
2. Type the document until you reach the phrase you want to store, then depress STORE + any number (1-99) to select a Phrase Storage area.
   - Both the Document and Phrase lights are on.
3. Type the phrase to be stored.
   - Use the ⌫ key to correct errors before the carrier returns.
   - If you notice an error in the phrase after the carrier returns:
     a. Depress STORE, Phrase light goes off.
     b. Return and delete the portion of the phrase typed that is stored in the document.
     c. Depress STORE + the number of the phrase (1-99).
     d. Retype the entire phrase.
4. When you finish typing the phrase, depress STORE.
   - The phrase is stored.
   - The Phrase light goes off.
   - The Document light remains on.
5. Continue typing the document.

Storing Phrases Which Will be Played Back in Repetitive Documents

Store each phrase in a separate Phrase Storage Area. See "To Store a Phrase".

Storing Phrases With Stop Instructions

1. Depress STORE + any number (1-99).
2. Type the phrase. Enter a CODE + N (Stop instruction) at the appropriate place(s). See illustration below as an example.
3. Finish typing the phrase.
4. Depress STORE.

```
The amount of your order is $ ▽
```

To Play Back Phrases With Stop Instructions

1. Depress PLAY + the number of the Phrase Storage area.
   - The phrase will start playing back.
2. When playback stops, type the variable information.
3. Depress PLAY + ALL to continue playback.

PITCH LEVER

There are two pitches on the typewriter, Pica and Elite.

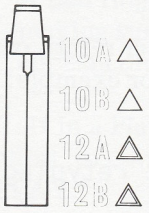
```
PICA - 10 pitch (10 characters/inch - 25.4 mm)
ELITE - 12 pitch (12 characters/inch 25.4 mm)
```

Use an element with this symbol ▲ on the top when typing in 10 pitch. Use an element with this symbol △ on the top when typing in 12 pitch.

Move the Pitch Lever to match the number on the element. The Margin Scale will light according to the position of the Pitch Lever (10 or 12).

Saving the Margins and Tabs

You may save one set of margins and tabs in each position of the Pitch Lever. See illustrations below.



For example, the margins and tabs you set while the Pitch Lever is on 10A will be "remembered" at that position. So, if you move the lever to another position and then back to 10A, the margins and tabs you earlier set in 10A will be automatically reset unless the Power switch has been turned off.

To save margins and tabs:

1. Move the Pitch Lever to the desired setting.
2. Set the margins and tabs.
   - See MARGINS and TABS in this section.
   - The margins and tabs are saved.

Clearing the Margins and Tabs

1. Move the Pitch Lever to the desired location.
2. Set the new margins and tabs.
   - See MARGINS and TABS in this section.
   - The old margins and tabs are cleared and the new margins and tabs are set.
   - Turning the Power switch off clears all margins and tabs.

PLAY

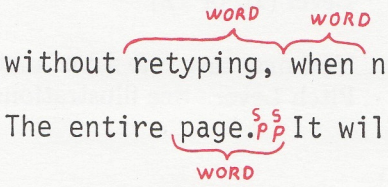
Plays back text from a Document Storage area or a Phrase Storage area.

- You can play back with the Document light off but remember anything else you type will not be stored in memory.
- While playing back, you can type up to 31 characters; they will print when playback stops.

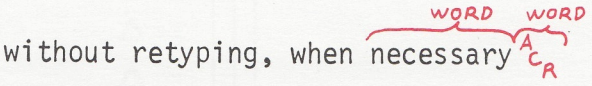
Play Back a Word at a Time

Depress PLAY once for each word you want to play back.

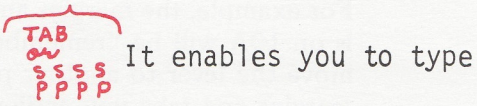
- A word includes the punctuation and space(s) following it. For example:



- The carrier return or automatic carrier return is a word by itself. For example:



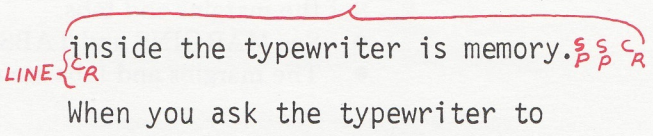
- A tab or multiple spaces is a word. For example:



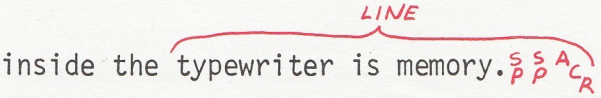
Play Back a Line

Depress PLAY + LINE once for each line you want to play back.

- A carrier return or automatic carrier return at the end of a line is part of the line.
- A carrier return by itself is considered a line. For example:



- If the carrier is positioned in the middle of a line and PLAY + LINE is depressed, the line will play back from the position of the carrier to the end of the line (including the carrier return). For example:



PLAY (Continued)

Play To a Certain Line

1. To tell the typewriter you want to go forward to a certain line, depress PLAY + TO.
2. Type the first word(s) that begins the line you want to play to.
   - Type the word(s) exactly the way it appears on your last copy, even if it is incorrect.
     - Include capitals, characters, and spaces.
   - If more than one line begins with the same word, type two or more words.
   - You cannot play to a carrier return or a tab by itself.
   - Nothing prints on the paper.
   - You can type a maximum of 28 characters.
3. To tell the typewriter to find that line, depress PLAY.
   - Playback starts immediately.
   - A bell rings if the line cannot be found. Repeat steps 1-3, making sure you type the line beginning exactly as it appears on your copy.

NOTE: If in a Play To operation and playback stops at a Stop instruction, to continue the Play To operation depress PLAY + TO + PLAY.

To Cancel a Play To Operation

Depress CODE + P (PRT).
- This must be entered before PLAY is depressed the second time.

To Play Back an Entire Document Storage Area

1. Find the storage area where the document is stored by depressing STORE + the alphabetic character (A-Z).
2. To play back everything in the storage area, depress PLAY + ALL.
   - If you are still in the memory of the storage area you want to play back, depress RTN + ALL, then PLAY + ALL.

To Play Back a Storage Area

Depress PLAY + the alphabetic character (A-Z) or number (1-99).
- Playback begins immediately.

To Stop Playback

Depress and release PLAY.
- To continue playback depress PLAY, PLAY + LINE, PLAY + ALL, or PLAY TO.

To Play to the End of a Storage Area

Depress PLAY + ALL.
- Plays back from the current position in memory to the end of the storage area.

RELEASING THE LEFT MARGIN

See BACKSPACE — Moving To The Left Of The Left Margin in this section.

REPETITIVE DOCUMENTS

See STOP INSTRUCTION in this section.

RETURN

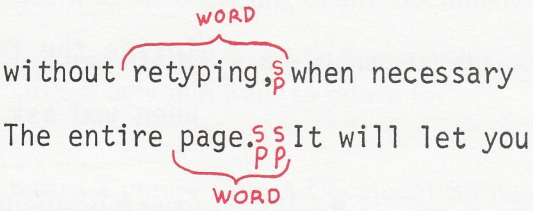
Allows you to move through the Document Storage area towards the beginning.

- The Document light must be on.

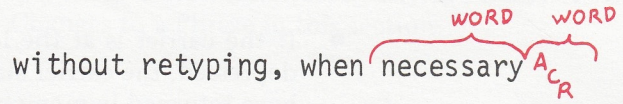
Return a Word at a Time

Depress RTN once for each word you want to return (backup).

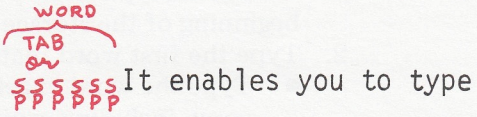
- A word includes the punctuation and space(s) following it. For example:



- A carrier return or automatic carrier return is a word by itself. For example:



- A tab or multiple spaces is a word. For example:



- Using RTN does not erase characters from the page or from memory.
- When the carrier is at the left margin and RTN is depressed, the paper will not roll back to the previous line. The carrier moves each time RTN is depressed.

To Use RTN to Correct Errors on Same Line

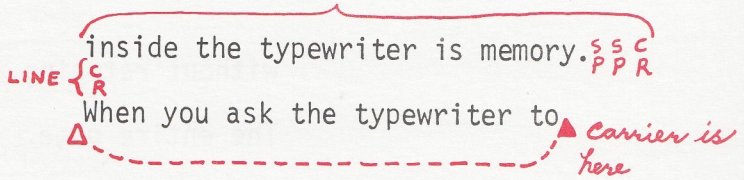
See MAKING CHANGES AFTER A DOCUMENT IS TYPED (REVISIONS) — Other kinds of Changes (Correcting an Error on the Same Line) in this section.

RETURN (Continued)

Return a Line

Depress RTN + LINE once for each line you want to return.

- A carrier return or automatic carrier return at the end of a line is part of the line.
- A carrier return by itself is a line. For example:



- If the carrier is positioned in the middle of a line and RTN + LINE is depressed, you return to the beginning of the line you are on and the paper moves down to the next line.

- If the carrier is at the left margin and RTN + LINE is depressed, the carrier stays at the left margin. You have returned in memory to the previous line.

Return To a Certain Line

1. To tell the typewriter you want to go back toward the beginning of the storage area, depress RTN + TO.
2. Type the first word that begins the line you want to find.
   - Type the word exactly the way it appears on your last copy, including capitals, characters, and spaces.
     - If more than one line begins with the same word, type two or more words.
     - You cannot return to a carrier return or a tab by itself.
   - Nothing prints on the paper.
   - You can type a maximum of 28 characters.
3. To tell the typewriter to find that line beginning, depress RTN.
   - If you enter RTN TO and as you start to type the line beginning, the characters print on your paper, you may be at the beginning of your document and unable to use Return To. Use Advance To. Use the ⌫ key to erase the characters that printed because they have been stored in the Document Storage area as part of your document.
   - If the carrier was not at the left margin, it moves to the left margin and down to the next line on the paper.
   - You are at the beginning of the line you told the typewriter to find.
   - A bell rings if the line cannot be found. Repeat steps 1-3, making sure you type the line beginning exactly as it appears on your copy.

To Cancel a Return To Operation

Depress CODE + P (PRT).

- This must be entered before RTN is depressed the second time.

To Return to the Beginning of a Document Storage Area

If you are working in a storage area, to return to the beginning of that storage area, depress RTN + ALL.

- Returns from the position in memory to the beginning of the Document Storage area.

To return to the beginning of any Document Storage area:

- Depress STORE + the alphabetic character (A-Z) of the storage area you want to return to.

To Return a Phrase to a Phrase Storage Area

To return a phrase from a Document Storage area to a Phrase Storage area depress RTN + the number (1-99) of the Phrase Storage area.

- For further information see PHRASE STORAGE — Making Changes to a Phrase in this section.

REVISIONS

See MAKING CHANGES AFTER A DOCUMENT IS TYPED in this section.

STOP INSTRUCTION

A CODE + N (Stop instruction) is typed when you want the typewriter to stop playback so you can add some information or make typewriter adjustments.

When playing back documents that have Stop instructions, playback stops so that you can type in the variable information or make typewriter adjustments.

- Stop instructions can also be typed in phrases.

To Store a Form Letter

1. Depress STORE + any alphabetic character (A-Z).
2. Type the document.
   - Type all punctuation, spaces, carrier returns, and tabs that belong in the document.
   - There is no need to leave any extra space in the document for the variable information. During playback the typewriter makes room for the variable information.
3. When you reach a place where you want the typewriter to stop so variable information can be added, depress CODE + N.
4. To end the document, depress STORE.
   - Document light goes off.

To Play Back and Type Variables in a Form Letter

1. If the Document light is on, depress STORE to turn it off.
   - When playing back a repetitive document, the variable information should not be recorded in memory.
2. To play back the letter, depress PLAY + the alphabetic character of the Document Storage area (A-Z).
3. When playback stops, type the variable information.
   - Since the Document light is off, you are typing using the One-Line Memory.
   - If you make an error while typing the variables, use the No Print error correction found under "ONE-LINE MEMORY — Error Correction."
4. Depress PLAY + ALL to continue playback.
5. Repeat steps 3 and 4 for each variable.

To Play Back Phrases With Stop Instructions

See PHRASE STORAGE — To Play Back Phrases With Stop Instructions in this section.

STOP INSTRUCTION (Continued)

Deleting a Stop Instruction

If playing back by PLAY + LINE or PLAY + ALL, when the typewriter stops at the Stop instruction, depress the ⌫ key once to erase it.

If you are playing by word, and you stop playback before the Stop instruction, depress DEL once to delete it.

- Any punctuation and spaces following the Stop instruction are deleted too.

To Store a Repetitive Document in a Phrase Storage Area

You can store a repetitive document in the Phrase Storage area. Follow the steps below:

1. Depress STORE + any alphabetic character (A-Z).
   - Typing the repetitive document in a Document Storage area allows you to make corrections.
2. Type the document.
3. Depress RTN + any number (1-99).
   - The repetitive document is now stored in a Phrase Storage area.
   - Make a notation of the Phrase Storage area.
4. Depress DEL + the alphabetic character of the Document Storage area.
   - The document is deleted from the Document Storage area but is retained in a Phrase Storage area.

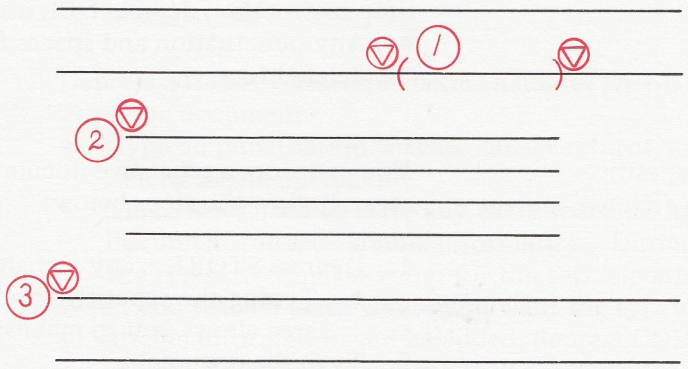
To Play Back a Repetitive Document That is Stored in a Phrase Storage Area

See PHRASE STORAGE — To Play Back a Phrase in this section.

STOP INSTRUCTION (Continued)

Typewriter Adjustments

A CODE + N (▽ Stop instruction) can be used to stop playback for typewriter adjustments such as element change (1), margins and line spacing (2 and 3). See illustration below for placement of Stop instructions.



Superscripts and Subscripts

To type superscripts and subscripts similar to the example below:



1. Depress CODE + N immediately before the superscript or subscript.
2. Roll the platen up or down one half line.
3. Type the superscript or subscript.
4. Roll the platen to the original line of typing.
5. Depress CODE + N.
6. Continue typing.

During playback, the typewriter will stop so you can roll the platen. When the typewriter stops:

1. Roll the platen up or down one half line.
2. Depress PLAY.
   - The superscript or subscript plays back.
3. Roll the platen to the original line of typing.
4. Continue playback.

Documents of More Than One Page

When typing a multiple-page document, insert a Stop instruction at the end of each page.

- For more information see MULTIPLE-PAGE DOCUMENTS in this section.

STORAGE LOG

See KEEPING TRACK OF WHAT YOU STORE in this section.

STORE

When STORE + any alphabetic character (A-Z) or any number (1-99) is depressed, you are able to store information in a Document Storage area or a Phrase Storage area.

To Store in a Document Storage Area

1. Depress STORE + any alphabetic character (A-Z).
   - The Document light is on.
   - You can correct any errors made while typing the document.
   - The 7500-character memory is available for storage.
2. Type the document.
3. Depress STORE to end the document.

To Store in a Phrase Storage Area

1. Depress STORE + any number (1-99).
   - Phrase light is on.
2. Type the phrase.
3. Depress STORE to end the phrase.

To End a Storage Area

Depress STORE.

- The Phrase or Document light goes off.
- Storage is ended at the place STORE is depressed.

To Return to a Document Storage Area at the Same Place you Ended Storing

If you have left a storage area and want to return to that storage area at the same place you left off:

1. Depress STORE + the alphabetic character of the Document Storage Area (A-Z) you want to return to.
2. Depress ADV + ALL.
   - You advance to the end of the Document Storage area (the point where STORE was depressed).

Depressed STORE Accidentally

If you have depressed STORE by accident and you want to re-enter at the same point, depress STORE again.

To Leave and Re-Enter a Storage Area at the Same Point

When you depress STORE you leave the Document Storage area. By depressing STORE again you re-enter the Document Storage area at the same point.

- You would use this when typing headings, footnotes, or page numbers. See MULTIPLE-PAGE DOCUMENTS in this section.

TABS

Standard Tabs

When the Power switch is turned on, tabs are set automatically every inch (25.4 mm).

- You can clear these tabs and set your own.

Setting Tab(s)

1. Space to the desired location of the tab setting.
2. Depress CODE + S (T SET).
3. Repeat steps 1 and 2 for each tab to be set.
4. Type a carrier return.
   - Setting individual tabs clears the standard tabs automatically.
   - Spacing across to set tab(s) and the carrier return are not remembered by the typewriter.
   - The paper does not move up.

Clearing all Individual Tabs at One Time

Depress CODE + A (STD T).

- All individual tabs are cleared and the standard tabs are reset.

Clearing One Tab at a Time

1. Depress the tab key to position the carrier at the tab to be cleared.
2. Depress CODE + D (T CLR).

Resetting the Standard Tabs

Depress CODE + A (STD T).

- This clears any tabs you have set.

Typing as the Carrier is Moving From One Tab Stop To Another

You can type while the carrier is moving from one tab stop to another. The characters typed will print when the tab stop is reached.

- The typewriter will remember up to a maximum of 31 characters.

Tabs (Logic)

When a document/phrase containing tabs is stored, the typewriter remembers how far the carrier moves when the tab key is depressed. For example, you store a document with a left margin set at 20 and one tab set at 25 for normal paragraph indention.

During playback it is not necessary to reset the tab at 25, since the typewriter will always move in five spaces from the left margin.

- Because of this, you can set tabs as you type a document and the typewriter will play back the document correctly.

When you are revising a document, always reset the original tabs. If the revision includes a change to the tabs (adding, deleting, or moving) you must:

1. Set new tab stops.
2. Delete the old tabs from the document.
3. Retype the new tabs.

Saving the Margins and Tabs

See PITCH LEVER in this section.

Maximum Number of Tabs

A maximum of 50 tabs can be set in the typewriter.

- Tabs may be set one space apart.

All 50 tabs can be set in one pitch position or divided among the four pitch positions (10A, 10B, 12A, 12B).

TYPING RULES

Auto Rtn

Type information with Auto Rtn on. Also, Auto Rtn must be on when changes are made.

- Remember, let the typewriter return for you automatically. You carrier return when you always want the typewriter to return. For example: date, inside address, headings, end of paragraphs, etc.

Spacing at End of Punctuation

Space twice after ending punctuation, even if it falls at the end of a line.

Hyphens

Syllable

1. Type until you hear the bell.
2. Type the word to the syllable.
3. Type the hyphen and carrier return.
4. Finish the word on the next line and then space.

Permanent

If a permanently hyphenated word is in the middle of a line, type the hyphen.

If a permanently hyphenated word is at the end of a line, type the hyphen, then let the typewriter return automatically. It will return after the hyphen.

Words Or Numbers You Do Not Want Separated at the Right Margin

Words or numbers with spaces:

February 16, 19XX

For words or numbers that should not be separated at the right margin, depress CODE + space between the words.

Words or numbers with hyphens:

2-16-19XX

For words or numbers with hyphens that should not be separated at the right margin, depress CODE + Hyphen.

Multiple-Page Documents

When typing multiple-page documents, do not type any extra carrier returns at the end or beginning of pages. Type only the carrier returns needed to end a paragraph or line.

Place a Stop instruction at the end of pages while typing. During playback the typewriter stops so another sheet of paper can be inserted.

TYPING WITHOUT MEMORY

See ONE-LINE MEMORY Section in this book.

UNDERSCORING

The typewriter can automatically underscore one word, several words, or lines.

Underscoring a Word

1. Type the word.
   - Do not space.
2. Depress CODE + I (XXX).
   - The word is underscored.
3. Type any punctuation and space(s) following the word and continue typing.

Correcting Underscored Words

Depress the ⌫ key to erase the word and the underscore.

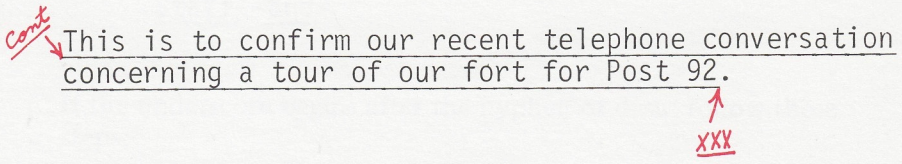
- The character and underscore are erased from the paper and memory.
- Retype the characters and re-enter the CODE + I (XXX).

Underscoring Several Words Continuously

1. Before typing the words to be underscored, depress CODE + U (CONT).
2. Type the words to be underscored.
   - Do not space after the last word.
3. Depress CODE + I (XXX) to underscore the words.
   - Space and continue typing.

Underscoring Several Lines Continuously

1. Before typing the lines to be underscored, depress CODE + U (CONT).
2. Type the lines to be underscored.
   - When the carrier returns, the typewriter underscores the lines automatically. This includes any blank spaces left by a tab or by spacing in.
     - You can type up to 31 characters while the typewriter is underscoring.
3. Depress CODE + I (XXX) at the end of the last line to be underscored.



Deleting a Continuous Underscore Instruction Entered in Error

If you have accidentally entered a Continuous Underscore instruction, depress the ⌧ key to erase it.

- If you do not notice the error until the typewriter starts to underscore, see "Deleting a Continuous Underscore."

Deleting a Continuous Underscore

1. Play, Advance, or Return to the line where the Continuous Underscore instruction was entered.
2. Depress PLAY to play back any words before the Continuous Underscore.
3. Depress DEL once.
   - The Continuous Underscore and the first underscored word are deleted.
4. Retype the word and any punctuation and space or spaces following the word.

Correcting Underscored Information

The Word and Continuous Underscore instructions are considered part of the word. For example:

~~The~~ annual report ~~will~~ be presented

If the word you delete has an underscore instruction before or after it, you must re-enter the instruction.

Forgot to Enter Continuous Underscoring

1. Return to the line and the point where the underscoring should begin.
2. Depress CODE + U (CONT).
3. Play back the text that should be underscored.
4. Depress CODE + I (XXX) where the underscoring should end.

Underscoring Centered Headings

To Underscore Centered Words Individually

1. Tab or space to the center point.
2. Depress CODE + K (CTR).
3. Type the first word.
   - Do not space.
4. Depress CODE + I (XXX) and a space.
5. Type each word followed by a Word Underscore instruction.
6. Depress CODE + P (PRT).

ANNUAL REPORT

Continuously Underscoring a Centered Heading

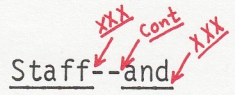
1. Tab or space to the center point.
2. Depress CODE + K (CTR).
3. Depress CODE + U (CONT).
4. Type the heading.
5. Depress CODE + I (XXX).
6. Depress CODE + P (PRT).

ANNUAL REPORT

Other Examples of Underscoring

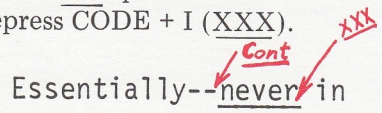
Underscoring Words With Hyphens or Dashes

1. Type the first part of the word.
2. Depress CODE + I (XXX).
3. Type the hyphen or dash.
4. Depress CODE + U (CONT).
5. Type the second part of the word.
6. Depress CODE + I (XXX).



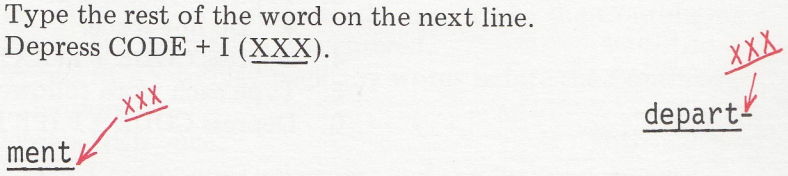
If the underscore begins after the hyphen or dash, follow these steps:

1. Type the hyphen or dash.
2. Depress CODE + U (CONT).
3. Type the word.
   - Do not space.
4. Depress CODE + I (XXX).



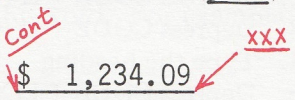
Underscoring Words With Syllable Hyphens

1. Type the first part of the word.
2. Depress CODE + I (XXX).
3. Type the hyphen and a carrier return.
   - If the Auto Rtn light is on, the carrier will return automatically when you start typing the second part of the word.
4. Type the rest of the word on the next line.
5. Depress CODE + I (XXX).



Underscoring a Column of Numbers

1. Depress CODE + U (CONT) before you type the number.
2. Type the number.
3. Depress CODE + I (XXX).



To Double Underscore

1. Type the number.
2. Depress CODE + I (XXX).
3. Depress CODE + N (Stop instruction).
4. Pull the Line Finder forward.
5. Roll the paper down one half line.
6. Depress CODE + I (XXX).
7. Depress CODE + N (Stop instruction).
8. Push the Line Finder back and roll the platen back to the original typing line.
9. Continue typing.

$13,456.20

BELLS, LIGHTS, WHAT HAPPENED

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BELLS

One Bell at the Right Margin

You are five spaces from the right margin.

Three Bells While Typing

Memory full warning. You have room left for approximately 100 characters in memory.

- Document and/or Phrase light blinks.

Bell With Each Key Typed

You have reached memory full.

1. Delete a storage area by (DEL + A-Z or 1-99).
   - You now have the number of characters in that storage area available.
2. Continue typing.

A Bell Rings While Trying To Use Column Layout or Center

If the typewriter is in Continuous Underscore operation, you cannot Center or enter Column Layout. Depress CODE + I (XXX) to end Continuous Underscore and continue typing.

Bell Rings and Playback Stops at Right Margin

The typewriter has stopped for a hyphenation decision.

- Hyphenate light blinks.

Make the hyphenation decision. For steps see HYPHENS--During Playback in the 7,500 Memory Section.

After a "To" Operation

The typewriter cannot find the line beginning typed.

- Check to see that you are typing the word(s) as it appears on the copy.
  - If you still hear a bell, play back a copy as a guide for the present line beginning.

Bell Rings as you are Copying a Phrase Into a Document Storage Area

If there is not enough room in memory for the phrase to be copied, a bell will ring and the phrase will not be copied.

To have more room:

1. Delete a phrase or document no longer needed.
2. Copy the phrase again by depressing ADV + number where the phrase is.

LIGHTS	Use the message lights as a guide to determine the status of the typewriter.
On	
Auto Rtn	While typing: The typewriter returns automatically at the right margin. The carrier returns as you start to type the next word after a space(s) or hyphen(s) after the right margin bell. During playback: The typewriter returns automatically at the right margin. The lines are changed according to the margins presently set in the typewriter.
Columns	The tab stops set in the typewriter are for columns. The Columns light indicates you are in Column Layout.
Document	Indicates that you are using the 7500-character memory either while typing or playing back.
Hyphenate	During playback, typewriter will stop for hyphenation decisions.
Phrase	Indicates that a phrase is being stored.
Wait	This light comes on to indicate the typewriter is finding a storage area or a line beginning. • Do not perform any typewriter operation until the light goes off.

Blinking

Document

Indicates a memory full warning or memory full.

- Delete a storage area no longer needed.

Hyphenate

Make a hyphenation decision.
For steps see HYPHENS — During Playback in the 7,500 Memory Section.

Phrase

Indicates a memory full warning or memory full.

- Delete a storage area no longer needed.

No Lights On

Indicates that the One-Line Memory is available for use.

NOTE: If playing back, lines play back as typed or the way they were previously played back.

Auto Rtn Light Off, Then On

While centering or using Column Layout, the Auto Rtn light will go off, then come back on.

- You do not want the carrier to automatically return on these lines.

WHAT HAPPENED

During Typing

Carrier Returns While Typing Words or Numbers That Should Not Be Separated at the Right Margin

When Auto Rtn is on, the carrier returns after a space or hyphen is typed after the right margin bell.

To prevent words or numbers from being separated:

Type a CODE + hyphen or a CODE + space and the carrier will not return.

To correct:

1. Return to the line with the error.
2. Play to the incorrect word.
3. Delete the entire word(s).
4. Retype the word(s) using CODE + hyphen or CODE + space.

Carrier Backs Up when the Space Bar is Depressed or Text is Typed

A Center instruction has been entered.

To cancel a Center instruction:

Carrier return and retype.

If Unwanted Characters (a, s, d, w, e, r, k, l, u, i, o, or p) Print on Your Paper

Make sure you hold down the CODE key while you depress the character key to "tell the typewriter" to perform an operation.

Use the ⌫ key to erase any unwanted character(s) that printed.

Carrier Will Not Return to Original Left Margin

An INDENT instruction has been entered. CODE + carrier return will return the carrier to the original left margin.

Word Underscore Will Not Work

If a space has been typed before the Word Underscore instruction, the typewriter cannot underscore the space. Depress the ⌫ key and then enter Word Underscore instruction again.

Only the Last Word of Continuously Underscored Material Is Underscored

A Continuous Underscore instruction was not entered.

To correct:

1. Return to where the underscoring should begin.
2. Enter Continuous Underscore instruction.
3. Play back the underscored information.

During Typing (Continued)

Carrier Moves Forward When You Depress the ⌫ Key

You are erasing Coded Backspaces. Continue depressing the ⌫ key and the carrier moves to where you entered the first coded backspace and then erases the characters.

Spaces and/or Tabs are Underscored

If a Continuous Underscore instruction is entered and then you space or tab, everything from the point where the continuous underscore was entered will be underscored.

To correct:

Delete the Continuous Underscore instruction and re-enter it.

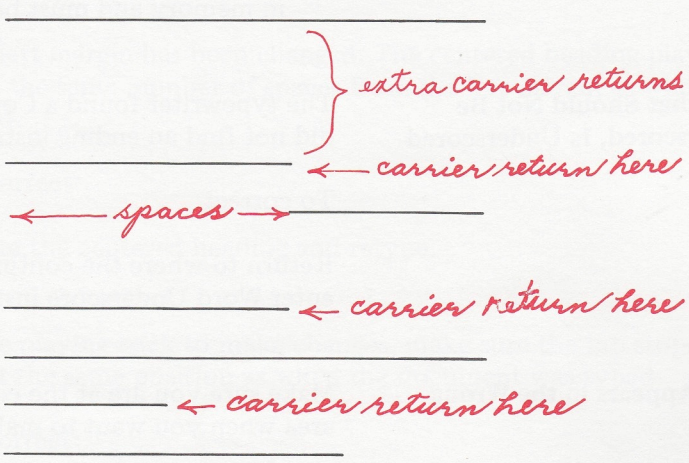
During Playback

Extra Carrier Returns (Blank Spaces) Appear in the Playback Copy

While the Document light was on, spaces and carrier returns were entered.

To correct:

1. Advance, Return, or Play to the line with the error.
2. Play back to the word before the extra carrier return(s) or space(s).
3. Delete the extra carrier return(s) or space(s).
4. Play back the rest of the document.



Part of Document Plays Back in the Wrong Place

During playback the last part of the document plays back first. STORE was ended (Document light went out) and then re-entered incorrectly (by depressing Store + A-Z).

To correct:

1. Delete the material that played back incorrectly.
2. Retype it where it should be.

Hyphen in the Middle of a Word

A permanent hyphen was typed instead of a syllable hyphen at the right margin.

```
--depart-ment ------------------------------
```

To correct:

1. Play back to the word.
2. Delete the word.
3. Retype the word correctly.
   - Remember when typing syllable hyphenated words, you carrier return after the hyphen.

During Playback (Continued)

Carrier Does Not Automatically Return at the Right Margin

Check to see that Auto Rtn is on and the right margin is set.

If Unwanted Characters (' , [Or /) Print on Your Paper While Trying to Play Back

When using ADV, RTN, DEL, or PLAY you must hold down the appropriate key while you depress the LINE, ALL or TO key; otherwise the character prints on the paper.

- If the character has printed on the paper, the character is in memory and must be deleted or erased.

Text that Should Not Be Underscored, Is Underscored

The typewriter found a Continuous Underscore instruction but did not find an ending instruction (Word Underscore instruction).

To correct:

Return to where the continuous underscoring should end and enter Word Underscore instruction.

Text Appears in the Wrong Place

Make sure you are at the correct point in the Document Storage area when you want to make changes.

To correct:

1. Delete the incorrect information.
2. Play back a corrected copy.

You Cannot Find a Document You Stored

Check the storage log to see where you stored the document.

- Make sure you always select a storage area before typing.

The Return Operation Will Not Work

If you are at the beginning of a Document Storage area or the Document light is not on, you cannot return.

- If the Document light is not on, depress STORE + A-Z.
  or
- If the Document light is on, use Advance or Play.

Play, Advance, or Delete Will Not Work

If you are at the end of a Document Storage area you cannot:

- Play — word, line, all, or to a certain line.
  - You can Play + A-Z or 1-99.
- Advance — word, line, all, or to a certain line.
- Delete — word, line, all, or to a certain line.
  - You can Delete + A-Z or 1-99.
- If the Document light is not on, you cannot Advance (WORD, LINE, ALL, or TO) or Delete (WORD, LINE, ALL, or TO).

During Playback (Continued)

The Typewriter Tabs to the Right Margin or Extreme Right Edge of Platen Instead of the Correct Tab Stop

When using INDENT, check to see that tabs are set at the correct indent level(s).

To correct:

1. Depress CODE + Carrier Return.
2. Set tabs if necessary.
3. Re-enter the INDENT instruction.
   - CODE + tab will take you to the next tab stop and set a temporary left margin.

Centered Heading Is Not Playing Back in the Same Position as When Typed

The left margin has been changed. The centered heading plays back the same number of spaces from the left margin as when typed.

To correct:

Delete the centered heading and retype.

Depressed the Tab Key and it Did Not Move the Same Distance as When the Document was Originally Typed

While playing back to make changes, make sure the tab stops are set at the same position as when the document was typed.

To correct:

Delete the tab that was entered. Set the tab(s) and re-enter the tab.

Column Layout

After Entering Column Layout, the Tab Stops Are Not Set in the Correct Position(s)

Re-enter the Column Layout setup line. Make sure all Column Layout instructions are entered, especially the one after the longest line in the last column.

- Do not enter a Column Layout instruction at the right margin.

Last Column in a Table Is Being Rearranged During Playback

Right margin is set at a different point than when you stored the table.

To correct:

1. Reset right margin at the right edge of last column.
2. Play back the table.

When Making Changes to a Table, You Tab and the Carrier Does Not Move to the Correct Position

During playback the typewriter remembers how far you tabbed. To make changes to tables, the tabs must be set.

Reset the Column Layout tabs by depressing CODE + L, then carrier return.

- The Column Layout tabs are set.
- Column Layout remembers only the last set of tabs entered.

Paper Insertion

Paper Does Not Insert to Correct Position

Check to see if correct setting was entered. See PAPER INSERTION in the 7,500 Memory Section.

Also, if paper has been rolled into the typewriter the position will be off.

Paper Will Not Insert Automatically

Check to see that the Paper Release Lever is not forward. Make sure you pull the Paper Bail Lever all the way forward.

Phrases

Wrong Phrase Plays Back	When you depress STORE + 1-99 any material in that area is deleted as soon as you begin to type the new phrase.
Phrase Will Not Play Back	Make sure Phrase light is not on. Depress STORE to turn off the Phrase light, then PLAY + number 1-99. If the phrase still does not play back, check your storage log; it may be stored in another position.
You Cannot Find a Phrase You Stored	Check the storage log to see where the phrase is stored.

TYPEWRITER FEATURES

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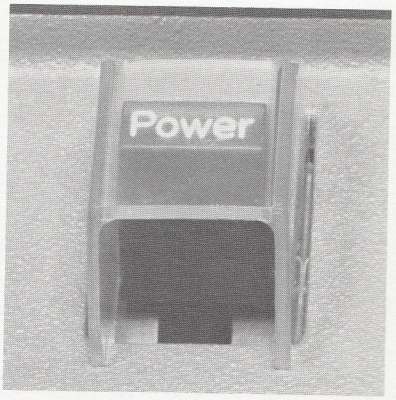
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PREPARING TO TYPE

On/Off Controls



Your IBM Electronic Typewriter 75 has two switches: the Power switch and the Typewriter On/Off switch.

To use the typewriter, both the Power switch and the Typewriter On/Off switch must be on.

The Power switch supplies the electricity required to save margins, tabs, and any information you have typed in memory.

- A plastic cover is provided for the Power switch. This assures the power will not be turned off accidentally.

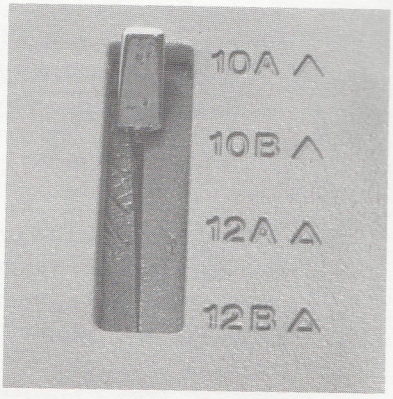


The Typewriter On/Off switch activates the keyboard and the motor. When the Typewriter On/Off switch is turned on, the carrier will move to either "0" on the margin scale, the left margin, or where the carrier was when the typewriter was turned off.

- Use the Typewriter On/Off switch when you want to turn the typewriter off yet save margin, tab settings, and stored information.

NOTE: Electrical failures can cause loss of typewriter memory.

Pitch Lever



You can choose to do your work using two different sizes of type — pica or elite.

```
Pica (10 characters per inch - 25.4 mm)
The rapid pace of business today demands
production from all office systems.

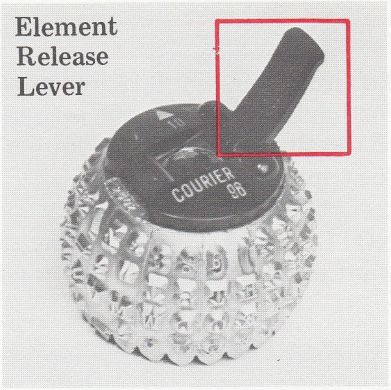
Elite (12 characters per inch - 25.4 mm)
The rapid pace of business today demands production
from all office systems.
```

Move the Pitch Lever to match the element type size (10 or 12) you are using. Positions 10A and 10B are for 10 pitch and 12A and 12B are for 12 pitch. Additional information can be found under Pitch Lever in the One-Line Memory or 7,500 Memory Section in this book.

WARNING: Keep hair and personal objects (such as bracelets, necklaces, neckties, etc.) out of the printing and ribbon area when the machine is on.

In order to prevent long hair, fingers, and personal articles from getting caught on the rotating shaft in the machine, you should comply with this warning and ensure that other persons do also.

Type Elements



Use an element with a ▲ when typing in 10 pitch and a △ when typing in 12 pitch.

- Only elements with yellow labeling on the top may be used on this typewriter.

Changing Type Elements



To put on an element:

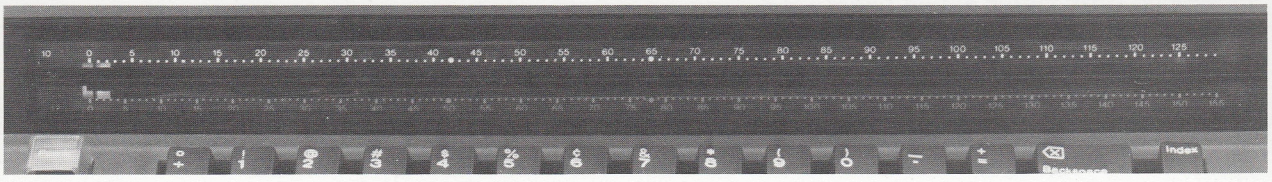
1. Raise the Sound Reduction Hood.
2. Tap the shift key to be sure it is in lower case.
3. Lift the Element Release Lever to the open position as illustrated at the right.
4. Using the Element Release Lever, place the element on the element post with the yellow triangle pointing to the platen.
5. Close the element release lever.
6. Lower the Sound Reduction Hood.



To remove an element:

1. Raise the Sound Reduction Hood.
2. Tap the shift key to be sure it is in lower case.
3. Lift the Element Release Lever to the open position.
4. Using the lever, raise the element straight up off the element post.

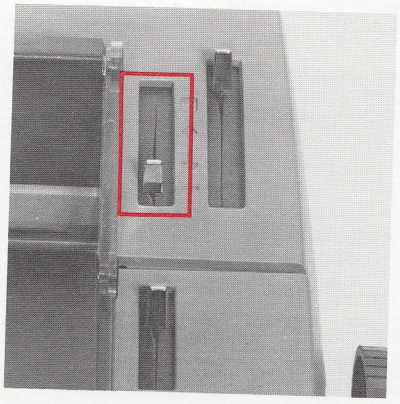
Margin Scales



There are two Margin Scales, one for Pica (10) and one for Elite (12). Both scales are numbered every five spaces. The appropriate scale will be lighted depending upon which pitch is selected.

- Notice there are two dots on the scale.
  - The first dot is for the center of 8 1/2 inch (215.9 mm) paper when the left edge is at zero.
  - The second dot is the center point when the paper is centered in the typewriter.

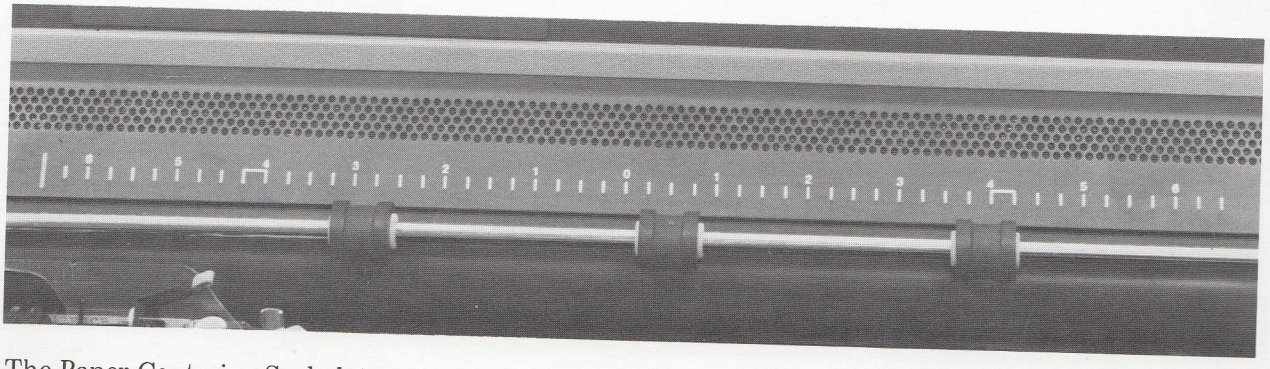
Line Space Lever



To choose the line spacing, move the Line Space Lever toward you for single spacing, to the second position for space and a half, to the third position for double spacing, and to the last position for triple spacing.

NOTE: Your typewriter may not have all four positions. You may want to check the spacing on your typewriter.

Paper Centering Scale



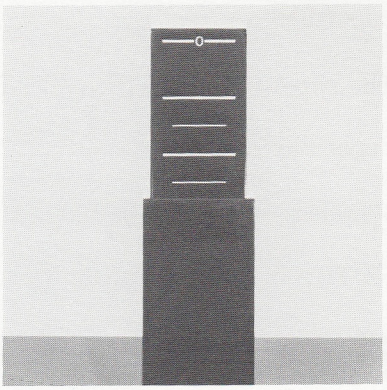
The Paper Centering Scale lets you position paper in the center of the typewriter. The numbers on the scale start from zero in the center and proceed in ascending order left and right. Paper may be centered by inserting the paper so that its left and right edges touch the same number on the scale.

The small white ⌐¬ printed on the left and right side of the Paper Centering Scale are the centering guides for 8 inch (203.2 mm) or 8 1/2 inch (215.9 mm) paper.

To center paper that is 8 1/2 inches wide, move the Paper Edge Guide to the outer edge of the left ⌐¬ . The inner edge of the ⌐¬ is used to center 8 inch paper.

To place paper in the typewriter so that the left edge is aligned with zero on the Margin Scale; use the white vertical line on the left edge of the Paper Centering Scale.

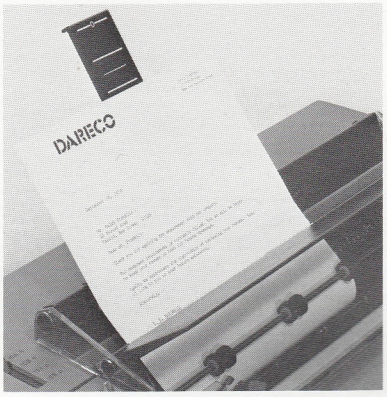
End-Of-Page Indicator



The End-of-Page Indicator will:

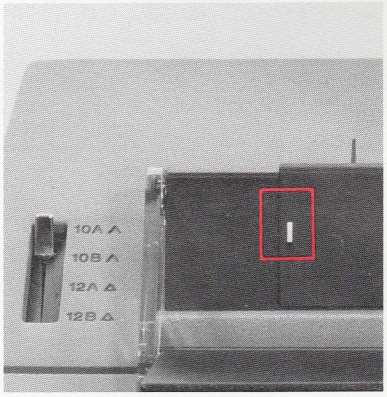
- Tell you how far you are from the bottom of a sheet of paper.
- Support the paper for easy viewing.

To use the indicator:



- Raise the indicator to the upright position.
- Slide the marked scale up until it locks in place.
  - When not in use, the indicator can be folded down.
- The lines tell you how many inches remain on the paper.
  - Each line represents half inch increments.

Paper Edge Guide



The Paper Edge Guide is part of the End-of-Page Indicator. It may be set so that paper is inserted at the left or centered in the typewriter.

To use the guide:

Align the white mark on the Paper Edge Guide with the desired position on the Paper Centering Scale.

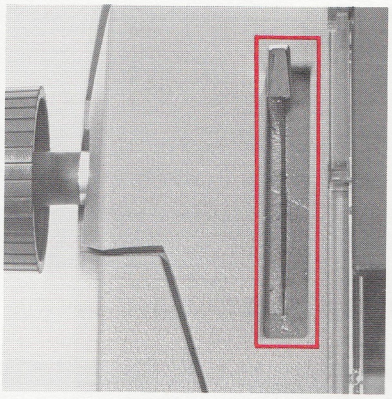
Paper Insertion

See PAPER INSERTION in the 7,500 Memory Section of this book.

Paper Bail

The paper bail holds the paper firmly against the platen.

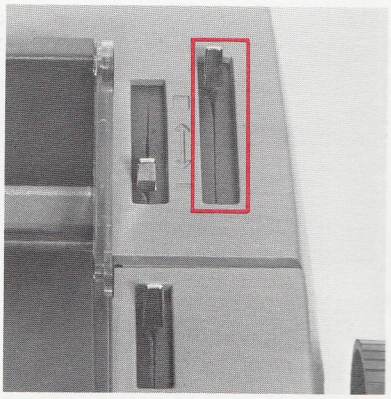
Paper Bail Lever



To release the paper bail, pull this lever forward.

NOTE: If pulled all of the way forward, paper insertion is activated.

Paper Release Lever

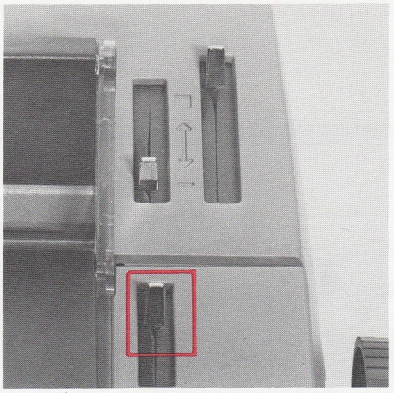


To remove paper from the typewriter or reposition the paper, pull this lever forward.

- Push the lever back after removing or repositioning the paper.

AS YOU TYPE

Line Finder



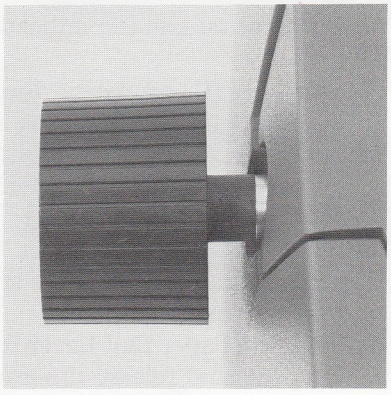
The Line Finder lets you leave the original typing line temporarily and then return to it.

Use the Line Finder for typing superscripts or subscripts, creating double underscores, or typing on forms with irregular spacing.

To use:

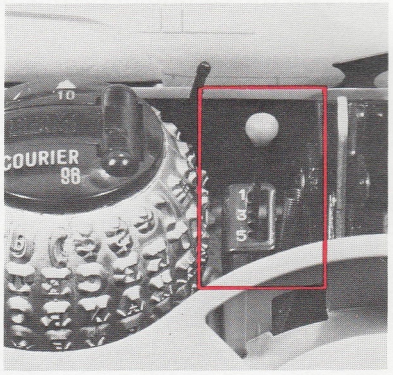
1. Pull the Line Finder forward to achieve a free rolling motion of the platen.
2. Roll the platen to the position you want and type.
3. Return the Line Finder to its original position.
4. Roll the platen back to the original typing line.

Platen Variable



Press in against the left platen knob and roll it up or down to permanently change the position of the writing line.

Impression Control



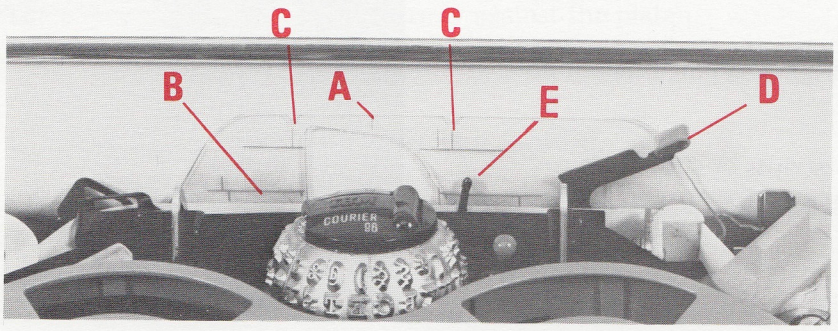
The Impression Control lets you adjust the striking force of the element.

- Move the Impression Control to the right before changing its position.

Use the chart below as a guide when setting the Impression Control.

1-3 = offset masters
3 = most typing
3-5 = stencils and carbon packs

Cardholder



Holds paper, cards, and envelopes close to the platen.

The red vertical mark (A) indicates the position of the next character to be typed.

The horizontal line (B) indicates the base of the typing line.

The notches (C) on the cardholder are used to draw vertical lines. (Use the Line Finder to achieve a free rolling motion of the platen.)

To remove and clean:

The cardholder is removable and can be cleaned with a damp cloth and mild soap.

1. Pull the Paper Bail Lever forward.
2. Depress and release the lever (D) on the right side of the cardholder.
3. Pull the cardholder straight up until it is free.

To replace:

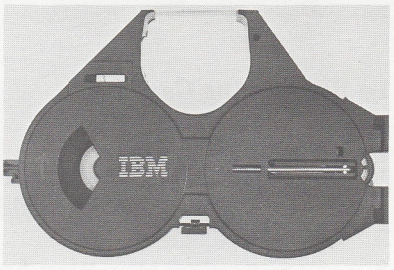
1. Place the left edge of the cardholder onto the pin between the element and the platen.
2. Press down on the right side of the cardholder until it is latched.
   - Make sure the separator wire (E) is between the correction tape and cardholder.
3. Push the Paper Bail Lever back.

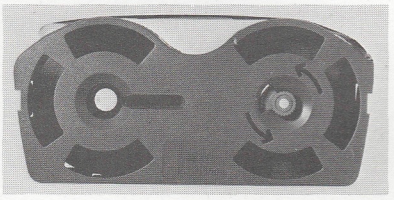
Typamatic Keys

Typamatic keys have a repeat action when held down. Any of the seven typamatic keys can be tapped for single action or depressed to the "second level" for repeat action.

- Carrier return
- Index
- Hyphen/Underscore
- X
- Period
- Spacebar
- ⌫ /Backspace

Ribbon Systems





Your typewriter will be equipped with either the Ribbon Cassette System or Selective Ribbon System.

Match the ribbon system on your typewriter with one of the systems illustrated.

- If your typewriter has the Ribbon Cassette System, a symbol of the ribbon and tape will appear on the Paper Support Bar.
- Make sure you use the instructions that match your ribbon system when changing the ribbon or correction tape and when referring to the supplies and ribbon application chart.

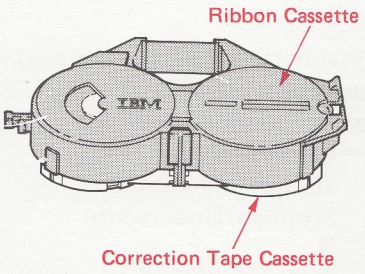
Typing Stencils



If your typewriter has the Ribbon Cassette System, remove both the ribbon and correction tape before typing the stencil.

If your typewriter has the Selective Ribbon System, move the Stencil Control to the left to type stencils. This moves the ribbon to a non-printing position. To return to regular typing, move the control to the right.

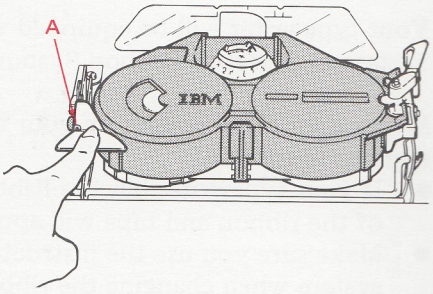
Changing Ribbon and Correction Tape



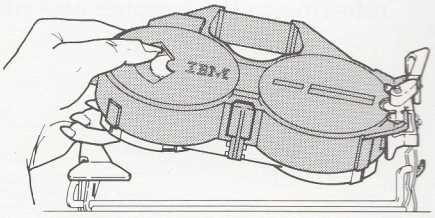
RIBBON CASSETTE SYSTEM:
The Electronic Typewriter Ribbon Cassette System is designed to reduce the number of ribbon and tape changes.

The ribbon and tape are placed together to form a cartridge. You remove the entire cartridge, throw away the used up ribbon or tape cassette, and reassemble with a new one.

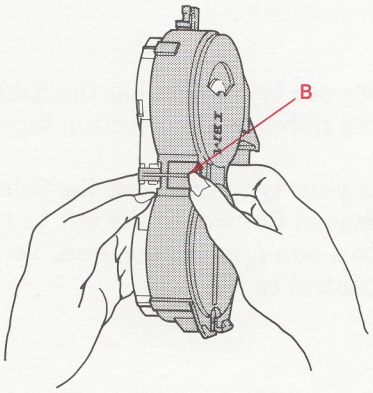
To Remove the Cartridge:



1. If storing a document, depress the STORE button.
   - Document light should be off.
2. Center the carrier.
3. Lift the sound reduction hood and then the cover.
   - Be sure the paper bail is against the platen.
4. Press down on the cartridge release lever (A).
5. Lift the cartridge out.
   - Do not throw away.

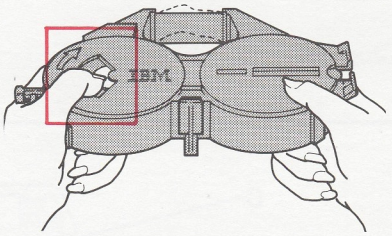


To Separate the Cartridge:

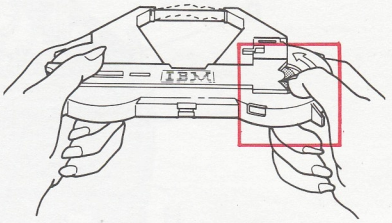


1. Press on the center latch (B).
2. Throw away the used up ribbon or tape cassette only.

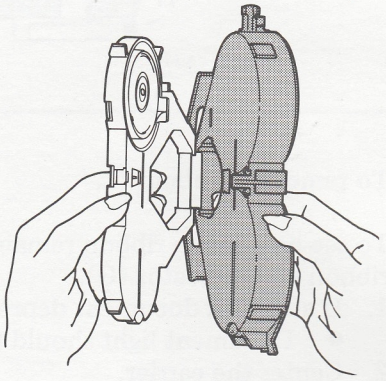
To Reassemble the Cartridge:



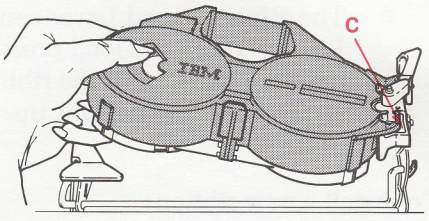
NOTE: Make sure that the take-up wheel on the cassettes is the same color.



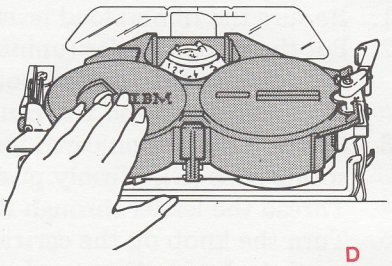
1. Take up any slack by turning the take-up wheel in the direction of the arrow.
2. Slide the ribbon and tape cassettes together.
3. Snap firmly together.
   - If the cassettes are not snapped together, the correction tape will not correct properly.

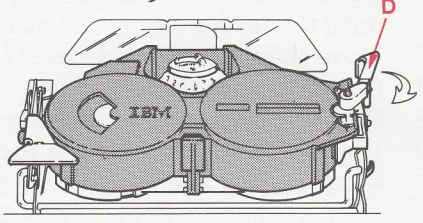


To Install the Cartridge:



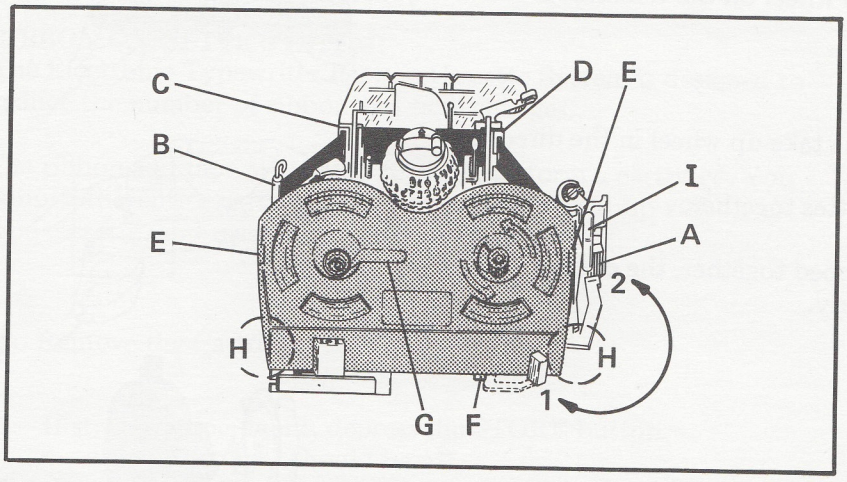
1. Slide the right side of the cartridge all the way into the holder (C).
2. Press down firmly on the left side of the cartridge.
   - It should snap into place. If not, check to see if the right side of the cartridge is all the way into the holder.
   - Make sure the ribbon and tape are not stuck together. If they are, remove the cartridge; separate the ribbon and tape; take up slack and reinstall.
   - If you need to advance the ribbon, pull the ribbon advance lever (D).
3. Close the cover and the sound reduction hood.
4. Depress STORE to re-enter the storage area where you left off.
   - If storing a phrase, retype the entire phrase.





SELECTIVE RIBBON SYSTEM

Changing the Ribbon



To remove a ribbon:

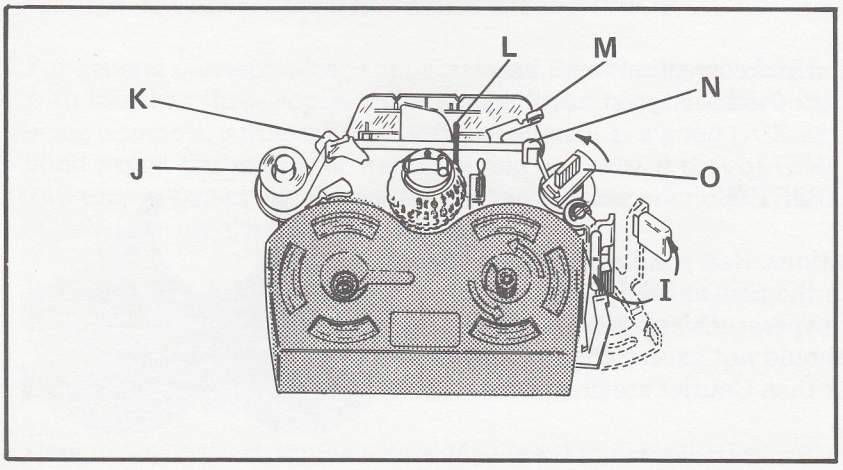
To see how much ribbon remains in the cartridge, look at the ribbon end indicator (G).

1. If storing a document depress the STORE button.
   - Document light should be off.
2. Center the carrier.
3. Lift the cover.
4. Keep the paper bail against the platen.
5. Move the Ribbon Load Lever (A) to the load position (1) until it snaps against the stop (F).
   - The Ribbon Load Lever cannot be moved if the Tape Load Lever (I) is in the load position.
6. Using both hands, hold the ribbon cartridge at the front corners (H) and lift straight up.

To install a new ribbon:

1. Be sure the ribbon load lever (A) is in the load position (1).
2. Put the ribbon leader (uninked portion) over the outside of the guidepost (B) and ribbon guides (C and D).
   - Failure to do so will cause ribbon breakage.
3. Position the ribbon cartridge so that it fits between the spring clips (E). Firmly push down both ends of the cartridge.
4. Thread the leader through the ribbon guides (C and D).
5. Turn the knob on the cartridge in the direction of the arrows until the leader disappears inside the cartridge.
6. Move the Ribbon Load Lever (A) back to the type position (2).
7. Close the cover.
8. Space or backspace to where you stopped typing.
9. Depress STORE to re-enter the storage area where you left off.
   - If storing a phrase, retype the entire phrase. You cannot exit and re-enter a Phrase Storage Area.

Changing the Correction Tape



To remove the tape:

1. If storing a document, depress the STORE button.
   - Document light should be off.
2. Center the carrier.
3. Lift the cover.
4. Keep the paper bail against the platen.
5. Move the Tape Load Lever (I) to the right.
   - The Tape Load Lever cannot be moved if the Ribbon Load Lever is in the load position.
6. Lift off the empty tape spool (J) (twist slightly clockwise); remove take-up spool (O).

To install a new tape:

NOTE: Make sure that the color of the correction tape spool is the same color as the typewriter ribbon knob.

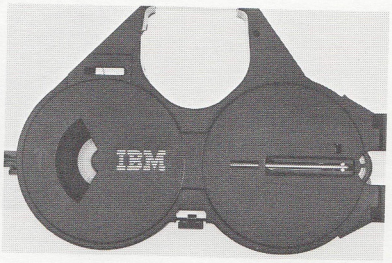
1. Gently separate the two spools, but keep them connected by the leader (uncoated portion).
2. Place the new tape spool (J) on the left spindle.
3. Thread the leader through the guide (K), behind the separator wire (L), in front of the Cardholder Release Lever (M), and behind the guide (N).
4. Place the take-up spool (O) on the right spindle. Turn the take-up spool in the direction of the arrow until the leader is past the guide.
5. Close the Tape Load Lever (I). (The lever must be closed before you begin to type.)
6. Close the cover.
7. Space or backspace to where you stopped typing.
8. Depress STORE to re-enter the storage area where you left off.
   - If storing a phrase, retype the entire phrase.

TYPEWRITER SUPPLIES

Ribbon Cassette System

The character capacity on the ribbon and correction tapes has been increased to reduce the number of times a typist must change the ribbon or tape.

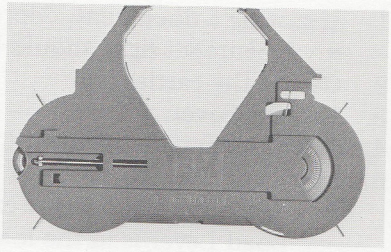
IBM CORRECTABLE RIBBON CASSETTE



For general correspondence applications. Best results are obtained with less than three copies and with the first or original sheet being a smooth surface, 20-lb. soft paper, such as a good OCR or bond paper. Carbon paper weight should not exceed that of IBM 752 carbon paper. Typestyles larger than Courier are not recommended for use with this ribbon.

Reorder #1299300 Black
Reorder #1299301 Blue
Reorder #1299302 Green
Reorder #1299303 Brown

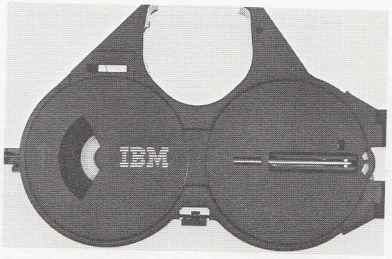
IBM LIFT-OFF TAPE CASSETTE (REORDER #1299315)



Designed to correct typing errors when used in combination with the IBM Correctable Ribbon Cassette. Actually lifts the character from the paper.

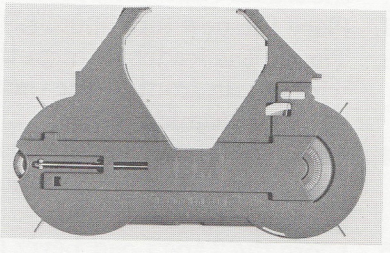
NOTE: As a reminder to match the appropriate tape and ribbon, the take-up wheels are color-coded orange for your convenience.

IBM T-III RIBBON CASSETTE (REORDER #1299320 BLACK ONLY)



Provides a high-quality, uniform image on a broader range of papers. Typestyles larger than Courier are recommended for use with this ribbon.

IBM COVER-UP TAPE CASSETTE (REORDER #1299325)

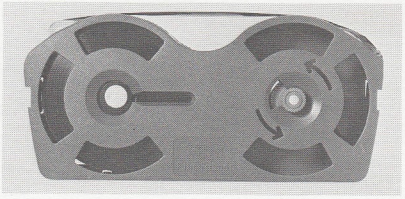


Designed to be used with the IBM T-III ribbon to provide coverage of the incorrectly typed image. It is not satisfactory for making corrections on direct-image offset masters, non-white paper, or OCR applications.

NOTE: As a reminder to match the appropriate tape and ribbon, the take-up wheels are color-coded blue for your convenience.

Selective Ribbon System

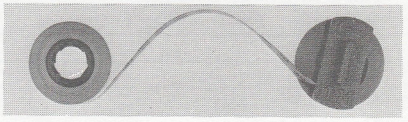
IBM HIGH-YIELD CORRECTABLE FILM RIBBON



For general correspondence applications. Best results are obtained with less than three copies and with the first or original sheet being a smooth surface, 20-lb. soft paper, such as a good OCR or bond paper. Carbon paper weight should not exceed that of IBM 752 carbon paper. Typestyles larger than Courier are not recommended for use with this ribbon.

Reorder #1299095 Black
Reorder #1299361 Blue
Reorder #1299362 Green
Reorder #1299363 Brown

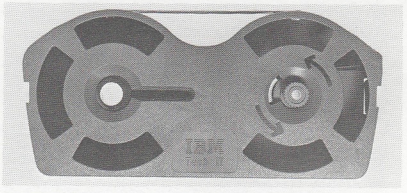
IBM LIFT-OFF TAPE (REORDER #1136433)



Designed to correct typing errors when used in combination with the IBM High-Yield Correctable Film Ribbon. Actually lifts the character from the paper.

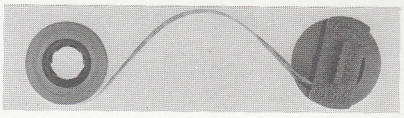
NOTE: As a reminder to match the appropriate tape and ribbon, they are color-coded orange for your convenience.

IBM TECH III RIBBON (REORDER #1136391 BLACK ONLY)



Provides a high-quality, uniform image on a broader range of papers and reduces ribbon changes. Typestyles larger than Courier are recommended for use with this ribbon.

IBM COVER-UP TAPE (REORDER #1136435)



Designed to be used with the IBM Tech III Ribbon to provide coverage of the incorrectly typed image. It is not satisfactory for making corrections on direct-image offset masters, non-white paper, or OCR applications.

NOTE: As a reminder to match the appropriate tape and ribbon, they are color-coded blue for your convenience.

IBM FILM RIBBON CARTRIDGE



A high-quality ribbon in a convenient cartridge. In addition to black, carbon film ribbons are available in a variety of colors. Not recommended for use with the IBM Correcting Tape.

Reorder #1136390 Black
Reorder #1136388 Med. Blue
Reorder #1136386 Med. Green
Reorder #1136383 Dark Brown

Application Recommendations for IBM Ribbons

	T-III Cassette And Tech III Ribbon	Correctable Ribbon Cassette And High-Yield Correctable Film Ribbon	Film Ribbon
Typing Applications			
Legal Correspondence	●	●	●
Statistical Correspondence	●	●	●
Specification Writing	●	●	●
Medical Reports	●	●	●
Executive Correspondence	●	●	●
Routine Correspondence	●	●	●
Hard-to-Image Originals* Example: Engineering Drawings	●		
OCR	●		●
Manifolding	●		●
Speech Writing†	●		●
Negotiable Instruments — (checks, stocks, etc.)	●		●
Erasable Bond*	●		●
Reproduction Applications			
Heat Transfer	●	●	●
Transfer Electrostatic	●	●	●
Direct Electrostatic	●	●	●
Offset Masters, Direct to Plate	●		●
Offset Masters, Copier Process	●	●	●
Offset Masters, Photo Process	●		●
Diazo Process, Ozalid‡ or Bruning§	●	●	●

*The receptivity of the surface of these materials varies widely and care must be used in the selection of a specific material to be typed on, typestyle, and ribbon to produce the best result. When in doubt, prepare samples first.

†Best results with Orator and typestyles larger than Courier are obtained by using the IBM T-III Cassette or Tech III Ribbon.

‡Trademark of the GAF Corporation.

§Trademark of the Charles Bruning Co., Inc.

Ordering IBM Supplies

Any IBM Office Products Division supply item can be ordered in the continental United States by contacting your local IBM Office Products Division branch office or by calling IBM DIRECT at the following toll-free numbers (Alaska, Hawaii and Puerto Rico are excluded):

800-631-5582 (New Jersey) 800-352-4960

CARE OF THE TYPEWRITER

Cleaning the Typewriter Cover or Sound Reduction Hood

Use only a mild detergent to clean the plastic parts and painted portions of the typewriter since certain cleaning fluids may be harmful. Where stubborn stains persist, consult your local IBM Service Department.

Using the Dust Cover

Cover the typewriter at the end of each day. The dust cover protects the typewriter from scratches and helps keep out dust and other foreign matter.

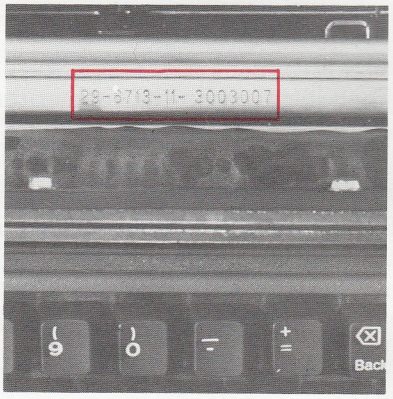
Typewriter Maintenance

To maintain efficient operation, it is essential that your typewriter receive periodic inspection and lubrication by trained personnel. Your IBM representative can tell you about the advantages of such service provided under the IBM Maintenance Agreement.

Serial Number

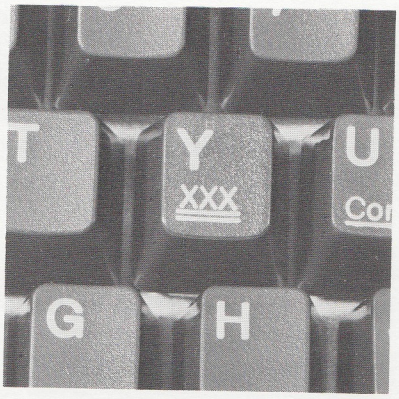
To locate the serial number:

1. Return the carrier all the way to the extreme left.
2. Raise the cover.
3. Locate the number on the silver bar.



OPTIONAL FEATURES

Accounting Keyboard



For typewriters equipped with the accounting keyboard there is a Double Underscore instruction.

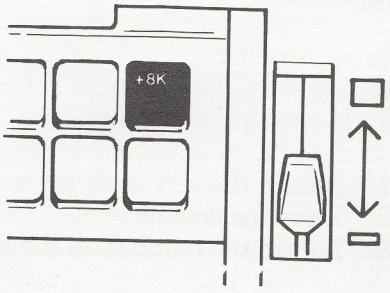
To Double Underscore a Word or Number:

1. Type the word or number.
2. Depress CODE + Y (XXX).

To Double Underscore Several Words or a Line:

1. Depress CODE + U (CONT).
2. Type the words or line to be underscored.
3. Depress CODE + Y (XXX).
   - Do not use the double underscore to continuously underscore several lines.

Additional 8,000 Character Memory



If your typewriter has an +8K on the Paper Support Bar, you have this feature.

An additional 8,000 characters of memory space is available. When installed on the typewriter, approximately 12 average-size letters or six single-spaced pages can be stored.

When the memory size is increased, the processing time of Advance, Return, Delete, Play, and Store is increased. A Wait light, located at the left side of the keyboard, will come on, and remain on until the operation is completed.

- Do not perform any typewriter operation until the light goes off.

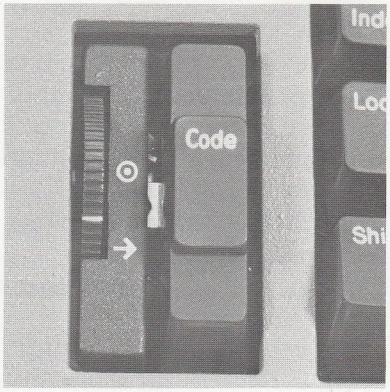
Dead Key

Some typewriter keyboards such as library, trilingual, etc., have dead keys so that accent marks may be typed above certain letters. When an accent mark is typed, the carrier will not move but will remain in position for typing the character under the accent.

To use Dead Key:

1. Type the accent mark.
2. Type the alphabetic character.
   - The carrier moves after the alphabetic character is typed.

Dead Key Disconnect

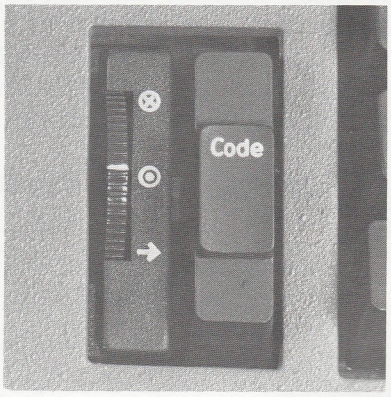


Other elements can be used on typewriters that have dead keys by using the Dead Key Disconnect.

For normal use of a Dead Key, set the Dead Key Disconnect dial at the ◉ position when using a library, trilingual, etc., element.

Set the dial at the ⟶ position when using a correspondence element. When the dial is set in the ⟶ position, the carrier spaces to the next typing position for characters as they print.

Dual Language



The Dual Language feature lets you type a second language while taking maximum advantage of your primary language "touch" typing skills.

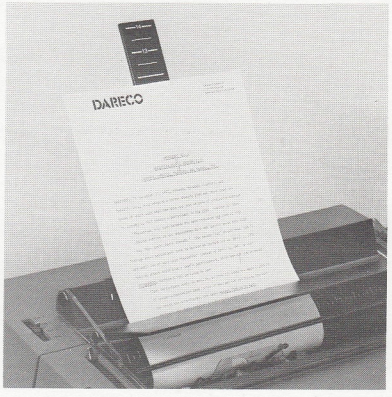
Characters that are common between the primary and the secondary languages are located in the same position on the keyboard. The unique characters on the secondary language appear on the right half of the keybutton.

When typing in the primary language, set the Dual Language Dial at the ◉ position. Move the dial to the ⊗ position to type in the secondary language.

Some typewriters equipped with the Dual Language feature also have a third position — Dead Key Disconnect (⟶). When the dial is set at ⟶, the carrier spaces to the next typing position for all characters as they print.

When playing back information, set the Dual Language Dial in the same position as when the information was stored.

End-of-Page Indicator for Legal-Sized Paper

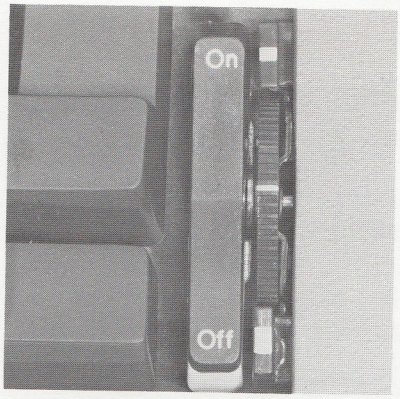


The End-of-Page Indicator for legal-size paper can show the end of 11-inch (279.4 mm), 13-inch (330.2 mm), and 14-inch (355.6 mm) paper.

- For 11-inch paper, slide the scale up until it locks into place.
- For 13-inch and 14-inch paper, unfold the top section of the scale and lock into place.

When the top edge of the paper reaches the number on the scale that corresponds to the paper size being used, no space remains on the paper.

Velocity Control Dial



The Velocity Control Dial is used when typing with foreign language and technical symbol elements. Some of the characters on these elements are different sizes than the ones in the corresponding positions on other elements. Therefore, the Velocity Control Dial compensates for the different sizes of these characters by controlling the striking force.

Hold the dial at the thin mark to type small characters such as accent marks.

Move the dial to the thick line when typing with some foreign language elements that have large characters in the keyboard positions normally reserved for punctuation.

- Type a Stop instruction before you move the Velocity Control Dial and after typing the character(s). On playback the typewriter will stop so you can move the dial.

For a standard element, keep the dial at the center position.

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STORAGE LOG

Storage Area	Description Of Document	Pitch Lever	Margins	Tabs	Additional Notes
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			
		10A 10B 12A 12B			

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